

Banner Finance Data Review

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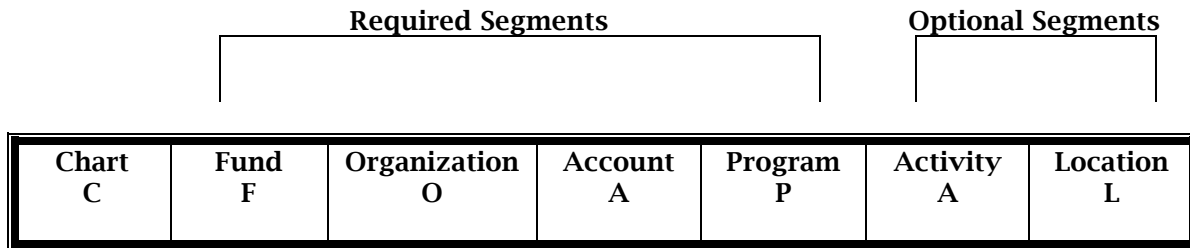
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FOAPAL Chart of Accounts Structure

What is FOAPAL?

FOAPAL is the acronym for the account number within the Banner system. Each letter represents a piece of the account number: Fund, Organization, Account, Program, Activity, and Location.



There are 36 possible characters in the FOAPAL. FOAPAL is the key to entering financial transactions.

Required Segments

Chart refers to the chart of accounts. NMSU will have two charts of accounts, **N** for NMSU, and **F** for Foundation. On most application forms, the **Chart** will have a default value of **N** already populated.

Fund indicates the ownership of money. There are five types of funds:

- Unrestricted
- Endowment
- Restricted
- Plant
- Loan

Organization is used to track financial activity by department and designates the department responsible for payment.

Account designates the type of expenditures. The first character of the account code indicates the type of account:

Balance Sheet

1xxxxx Assets
2xxxxx Liabilities
3xxxxx System Controls
4xxxxx Fund Balance

Income Statement

5xxxxx Revenues
6xxxxx Labor Expenditures
7xxxxx Non-Labor Expenditures
8xxxxx Transfers

Program designates functional classification (for example, Instruction, Research, Public Service).

Optional Segments

Activity designates temporary units of work, subsidiary functional classifications, or short duration projects (special events).

Location designates a physical location of building and room number. Location will primarily be used for fixed assets.

Index

An **Index** is an abbreviation of the **F**, **O**, and **P** segments of the FOAPAL (also **A** and **L** when applicable). Indexes are six characters long and are much easier to use than the full FOAPAL.

To process accounting transactions, departments will only need to enter an **Index** and an **Account** code. Entry of the index will automatically populate the corresponding Fund, Organization, Program, and in some cases Activity and/or Location.

COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project
N	107122	181611	530200		8001	800173		

In this example, the index number 107122 was entered. The Fund, Orgn, and Prog fields were automatically populated. In this instance the Index number did not populate the Actv and Locn fields.

Logging on to Banner

Banner supports authenticated user access, meaning that the system verifies your credentials and you are given access to the system based on your assigned security. To use Banner as an authenticated user, you must successfully log on by providing your credentials: NMSU Username, and Banner Password.

Banner can be accessed from any Internet browser such as Internet Explorer, Netscape, or Mozilla Firefox.

1. Type **http://www.nmsu.edu/~boffice/** in the address bar of your web browser and press Enter.

The Business, Finance and Human Resource Services page will appear.



www.nmsu.edu/~boffice

2. Click on the **Banner Native Login** link.



You can create a bookmark in your browser for quick access to Banner.

The **Logon** screen will be displayed.

A screenshot of a 'Logon' dialog box. It has three input fields: 'Username:', 'Password:', and 'Database:'. Below these fields are two buttons: 'Connect' and 'Cancel'. Three numbered callouts are present: callout 3 points to the Username and Password fields, callout 4 points to the Database field, and callout 5 points to the Connect button.

3. Enter **Username** and **Password**.
4. **Database** field remains blank.
5. Click on the **Connect** button.

The **General Menu** form, GUAGMNU, will be displayed.

A screenshot of the 'General Menu' (GUAGMNU) form. The form has a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into two panes. The left pane shows a tree view of Banner modules: 'My Banner', 'Banner', 'Student [*STUDENT]', 'Advancement [*ALUMNI]', 'Financial [*FINANCE]', 'Human Resources [*HRS]', 'Financial Aid [*RESOURCE]', 'General [*GENERAL]', 'Banner XtenderSolutions System Menu [*BX8]', and 'Banner Security [*SECURITY]'. The right pane shows a 'Products' dropdown and a list of links: 'Menu', 'Site Map', 'Help Center', 'My Links', 'Change Banner Password', 'Check Banner Messages', 'UNO Project Site', 'UNO Documentation', 'UNO News', 'Banner Resource Information', 'Business, Finance and HR', 'Personal Link 6', 'My Institution', and the 'NM STATE UNIVERSITY' logo. At the bottom, there is a 'Banner Broadcast Messages' section and a footer with the text 'Enter the object name; Press LIST for listing.' and 'Record: 1/1'.

Drilling Down for additional information

Many of the query forms in Banner will allow you to access additional information about documents or transactions that they display. This capability is referred to as “drill-down” and is useful for researching transaction or document history.

For example, this is the **Vendor Detail History** form, FAIVNDH. It provides an online list of vendor invoice/credit memo/payment transactions for any vendor in the system.

Vendor: 800092920 Dell Marketing LP **Selection:** All

Fiscal Year: 10 **Invoice Date From:** **Invoice Date To:**

Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number
XD8KJ4899	I0369180	Y	N	N	P	N	2,930.37	01-AUG-2009	31-AUG-2009	01391735
XD8F8WW33	I0369184	Y	N	N	P	N	3,824.00	01-AUG-2009	31-AUG-2009	01391735
XD8PF6J69	I0371082	Y	N	N	P	N	21,776.00	01-AUG-2009	07-AUG-2009	01382223
XD91XR353	I0371931	Y	N	N	P	N	2,662.23	02-AUG-2009	03-AUG-2009	01381608
XD8X512X8	I0371951	Y	N	N	P	N	9,420.00	01-AUG-2009	07-AUG-2009	01382223
XD8T9XFM6	I0373159	Y	N	N	P	N	3,080.60	26-JUL-2009	27-JUL-2009	01380889
XD93MMK26	I0373437	Y	N	N	P	N	1,241.85	04-AUG-2009	04-AUG-2009	01381791
XD92DM325	I0373438	Y	N	N	P	N	1,799.00	02-AUG-2009	03-AUG-2009	01381608
XD92XW2N6	I0373443	Y	N	N	P	N	10,392.80	01-SEP-2009	03-SEP-2009	01392931
XD8DMJF8	I0373528	Y	N	N	P	N	1,369.00	21-JUL-2009	21-JUL-2009	01380104
XD8N2RTT9	I0373574	Y	N	N	P	N	15,434.64	20-JUL-2009	21-JUL-2009	01380105
XD8KR2X57	I0373579	Y	N	N	P	N	584.98	21-JUL-2009	21-JUL-2009	01380105
XD8M4TFK2	I0373586	Y	N	N	P	N	2,557.62	21-JUL-2009	30-JUL-2009	01381434
XD8X3TNT9	I0373594	Y	N	N	P	N	3,148.80	30-JUL-2009	30-JUL-2009	01381324
Total:							80,221.89			

1. Highlight the record of interest.
2. Click on the **Options** menu to see what additional information is available for the record.
3. Select an option (in this case, **View Vendor Invoice [FAIVINV]**).

The **Vendor Invoice Query** form, FAIVINV, will be displayed with the information from your highlighted record in the **Key Block** area.

File Edit **Options** Block Item Record Help

Document Query [FAIVINV]

Vendor Invoice Query FAIVINV Next Block

Vendor: 800092920 Dell Marketing LP

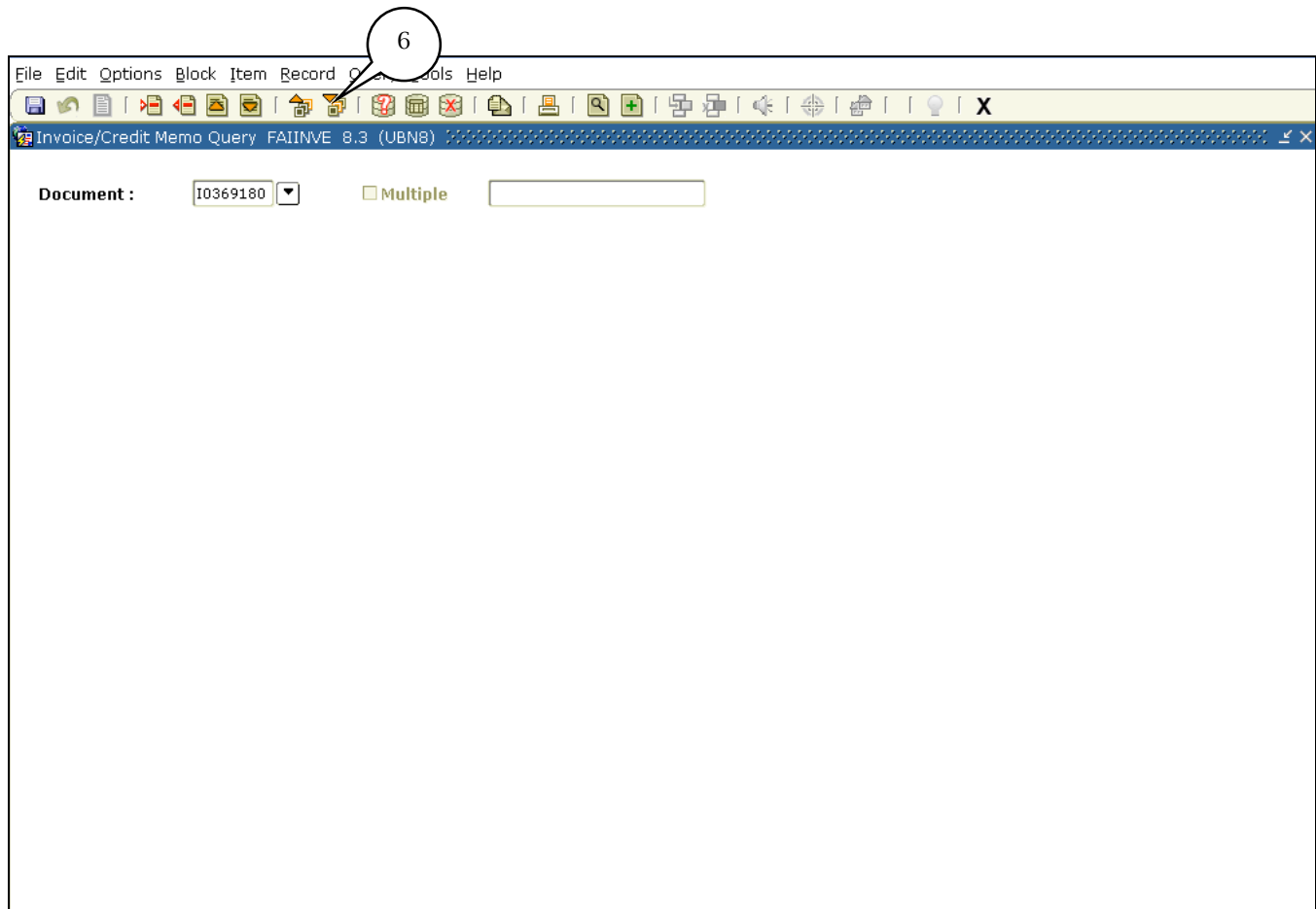
Document Number: I0369180 Vendor Invoice Number: XD8KJ4899
 Vendor Invoice Date: 24-JUN-2009
 Vendor Invoice Total: 2,930.37

Document Date	Document Total	PO or Encumbrance Number	Open or Paid	Hold	Cancel
24-JUN-2009	2,930.37	P0075362	P	N	N

Item	Commodity	Description	U/M	Quantity	Unit Price
1	7099	Dell OptiPlex 760 Computer (224-2211)	EA	3	976.79

- Click on the **Options** menu to see what additional information is available for the record.
- Select an option (in this case, **Document Query [FAIVINV]**).

The **Invoice/Credit Memo Query** form, FAIINVE, will be displayed.

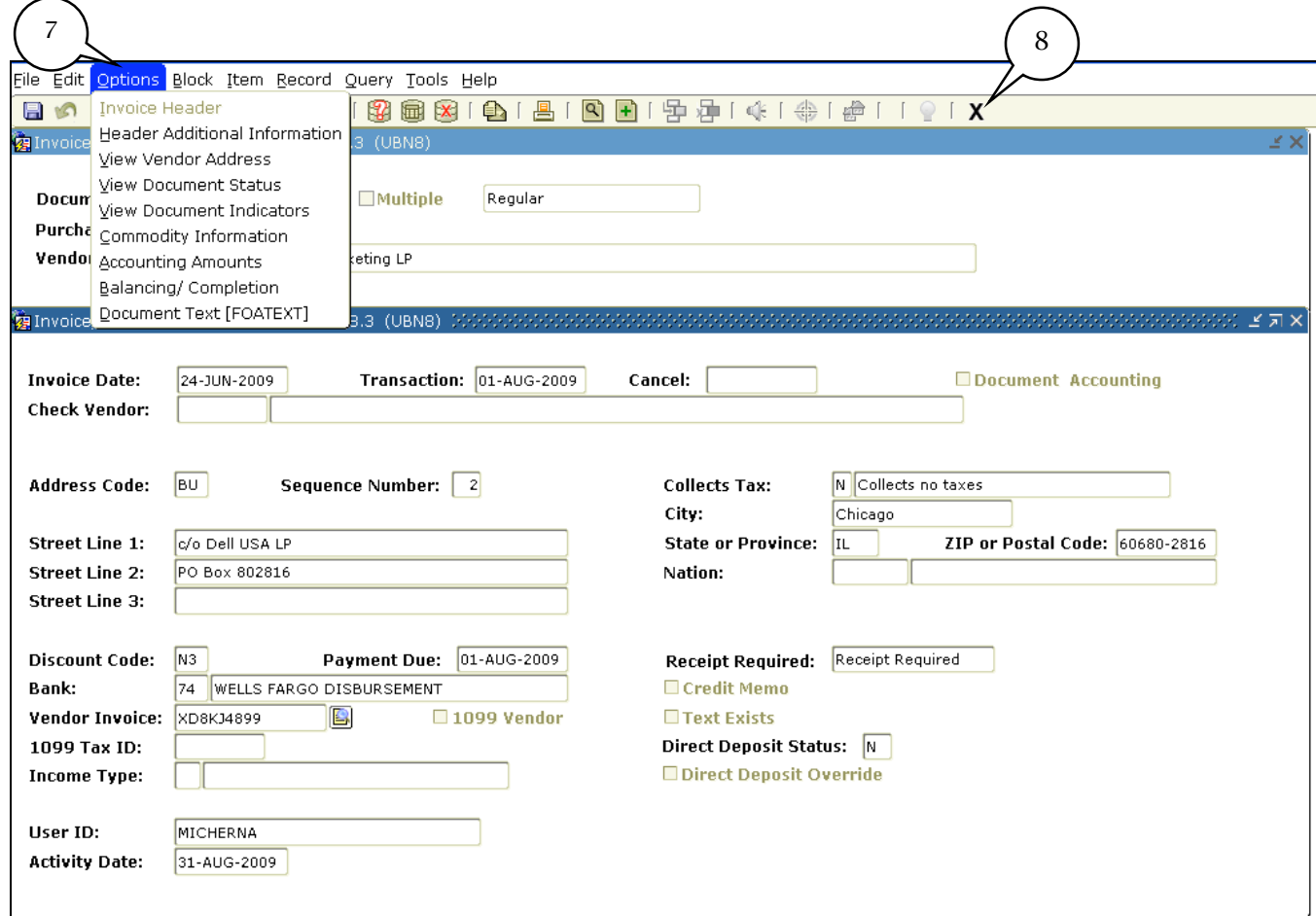


The screenshot shows the 'Invoice/Credit Memo Query' form (FAIINVE) version 8.3 (UBN8). The form has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. A callout bubble labeled '6' points to the 'Next Block' button in the toolbar. The form contains a 'Document' field with a dropdown menu showing 'I0369180', a 'Multiple' checkbox, and an empty text field.

You can now use this form just as if you had accessed it from the **General Menu**.

6. Click on the **Next Block** button .

The **Invoice/Credit Memo Header** block will be displayed.



The screenshot displays the Banner Finance Data Review interface. The 'Options' menu is open, showing a list of options for the 'Invoice Header' block. The 'Exit' button (X) is highlighted in the top right corner. The main form area contains the following fields:

Invoice Date: 24-JUN-2009	Transaction: 01-AUG-2009	Cancel:	<input type="checkbox"/> Document Accounting
Check Vendor:			
Address Code: BU	Sequence Number: 2	Collects Tax: N Collects no taxes	
Street Line 1: c/o Dell USA LP	City: Chicago	State or Province: IL	ZIP or Postal Code: 60680-2816
Street Line 2: PO Box 802816	Nation:		
Street Line 3:			
Discount Code: N3	Payment Due: 01-AUG-2009	Receipt Required: Receipt Required	
Bank: 74 WELLS FARGO DISBURSEMENT	<input type="checkbox"/> Credit Memo	<input type="checkbox"/> Text Exists	
Vendor Invoice: XD8KJ4899	<input type="checkbox"/> 1099 Vendor	Direct Deposit Status: N	
1099 Tax ID:	<input type="checkbox"/> Direct Deposit Override		
Income Type:			
User ID: MICHERNA			
Activity Date: 31-AUG-2009			

7. There is a new set of **Options** which you can access for further information from this form.
8. When you are finished, click on the **Exit** button **X** until you return to the calling form.

This “drill-down” technique is available on most query forms in Banner. Check the **Options** menu on individual forms to see what additional information can be accessed.

Procurement and Vendor Queries

Purchasing Inquiries

Open Requisition by FOAPAL Query (FPIORQF)


The **Open Requisition by FOAPAL Query** form, **FPIORQF**, provides a list of open requisitions by accounting distribution. This includes any combination of fund, organization, account, program, activity, and location.

Access the **Open Requisition by FOAPAL Query** form by entering **FPIORQF** in the Direct Access **Go To...** field.

The screenshot shows the 'Open Requisition by FOAPAL Query' form. At the top, there are fields for COA (N), Index (), Fund (110006), Orgn (), Acct (732090), Prog (), Actv (), and Locn (). Below these are four requisition entries:

Requisition	Type	Item	Commodity	U/M	Quantity
R0083971	P	1	6699 Instruments Lab Surveying Eqp Sup Non Capital	EA	7
Vendor: Cole Parmer Instrument Co Unit Price: 193.00					
R0083971	P	2	6699 Instruments Lab Surveying Eqp Sup Non Capital	EA	8
Vendor: Cole Parmer Instrument Co Unit Price: 289.00					
R0083971	P	3	6699 Instruments Lab Surveying Eqp Sup Non Capital	EA	7
Vendor: Cole Parmer Instrument Co Unit Price: 21.25					
R0083971	P	4	6699 Instruments Lab Surveying Eqp Sup Non Capital	EA	7
Vendor: Cole Parmer Instrument Co Unit Price: 37.50					

At the bottom, there is a status bar with 'Enter Program code', 'Record: 1/1', and '<OSC>'.

1. Enter the **FOAPAL** elements for which you wish to display open requisitions or enter a specific **Index** number.
2. Click on the **Next Block** button .

Open Purchase Orders by FOAPAL (FPIOPOF)


The **Open Purchase Orders by FOAPAL** form, **FPIOPOF**, provides an online display of open purchase orders by any combination of fund, organization, account, program, activity, and location (FOAPAL).

Access the **Open Purchase Orders by FOAPAL** form by entering **FPIOPOF** in the Direct Access **Go To...** field.

The screenshot shows the **Open Purchase Orders by FOAPAL FPIOPOF 8.0 (UBN8)** window. At the top, there are search criteria fields: **COA** (N), **Index** (112799), **Fund** (111260), **Orgn** (530350), **Acct** (), **Prog** (1800), **Actv** (), **Locn** (), and **Proj** (). Below these are four rows of purchase order details. Each row includes the **Purchase Order** number, **Item**, **Commodity**, **U/M**, **Quantity**, **Vendor**, and **Unit Price**.

Purchase Order	Item	Commodity	U/M	Quantity	Vendor	Unit Price
P0075765	1	9329 Leases/Equipment	LOT	1	Aqua Perfect Inc dba Streamline Water	600
P0075767	1	9329 Leases/Equipment	LOT	1	IKON Office Solutions	2100
P0075767	2	9329 Leases/Equipment	LOT	1	IKON Office Solutions	900
P0076011	1	9329 Leases/Equipment	EA	1	IKON Office Solutions	3400

At the bottom, there is a status bar with the text "List for Purchase Order Inquiry (FPIPURR)" and "Record: 1/?".

1. Enter the FOAPAL elements for which you wish to display open requisitions or enter a specific **Index** number.
2. Click on the **Next Block** button .

Detail Encumbrance List (FGIENCD)

The **Detail Encumbrance Activity** form, **FGIENCD**, provides an online query of detailed transaction activity for an original encumbrance entry as well as all transaction activity against the encumbrance.


Access the **Detail Encumbrance List** form by entering **FGIENCD** in the Direct Access **Go To...** field.

The screenshot shows the 'Detail Encumbrance Activity' form with the following fields and values:

- Encumbrance:** P0083427 (Callout 1)
- Encumbrance Period:** All
- Description:** Amazon.com
- Date Established:** 05-JAN-2010
- Balance:** 0.00
- Status:** C
- Type:** P
- Vendor:** 800427151 Amazon.com
- Item:** 1 Samsung LN52B550 52 inch LCD Display
- Sequence:** 1
- Fiscal Year:** 10
- Status:** C
- Commit Indicator:** U
- COA:** N
- Index:** 700000
- Fund:** 800222
- Orgn:** 470610
- Acct:** 780450
- Prog:** C20631
- Actv:** OFFC
- Locn:** OFFC
- Proj:**
- Encumbrance:** 1,119.00
- Liquidation:** -1,119.00
- Balance:** 0.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
04-JAN-2010	PORD	P0083427		1,119.00	1,119.00
21-JAN-2010	INEI	I0413957	T	-1,119.00	0.00

Press Next Record or Previous Record to scroll accounting/transaction details
Record: 1/1 | ... | <OSC>

1. Enter an encumbrance number in the **Encumbrance** field.
2. Click on the **Next Block** button .

Purchasing Financial History and Documentation

Document History (FOIDOCH)

The **Document History** form, **FOIDOCH**, displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document number you enter.

Access the **Document History** form by entering **FOIDOCH** in the Direct Access **Go To...** field.


Document Type: PO Purchase Order

Document Code: P0009065

Document Type	Document Code	Status
Requisition	R0008314	A
Bid		
Purchase Order	P0009065	A
Issues		
Invoice	I0032346	P
Check	01041256	F
Return		
Receiver	Y0003305	C
Asset Tag	U406768	T
Asset Adjustment		

Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry Form.

Record: 1/1

1. Enter the document type in the **Doc Type** field.
2. Enter the document number in the **Document Code** field.
3. Click on the **Next Block** button .



To view the status list, select the Options menu and select View Status Indicator from the drop down list. A form can also be accessed directly from FOIDOCH. Highlight the desired document, select the Options menu, and select the form name from the drop down list.

Document Retrieval Inquiry (FGIDOCR)

The **Document Retrieval Inquiry** form, **FGIDOCR**, provides online query capability for all transactions processed by the system. Information displayed includes the **Transaction Date**, **Description**, **Amount**, and the **FOAP** distribution.

Access the **Document Retrieval Inquiry** form by entering **FGIDOCR** in the Direct Access **Go To...** field.

Document: 00140100 Submission Number: Document Type: JV

Header Information

Transaction Date: 19-JAN-2010 Fiscal Year: 10 Fiscal Period: 07 Items: 27 Commit Type: U Text Exists: Y


Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	0	1	IDV	MKT/9634 BC S LALLA	30.00	D		GIBSON
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
N	112799	111260	530350	752001	1800			
NSF Override	Bank	Accrual						
N	30							

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	0	2	IDV	MKT/9635 BC R GRANT	30.00	D		GIBSON
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
N	112799	111260	530350	752001	1800			
NSF Override	Bank	Accrual						
N	30							

Submission Number. Press Duplicate Item to access Document Postings (FGQDOCP).

Record: 1/? <OSC>

1. Enter the document number in the **Document** field.
2. Click on the **Next Block** button .

3

4

File Edit Options Block Item Record Tools Help

Document Text [FOATEXT]

Access Document Postings [FGQDOCP]

Document Text [FOATEXT]

Access Document Postings [FGQDOCP]

Document: 00140100

Submission Number:

Document Type: JV

Header Information

Transaction Date: 19-JAN-2010

Fiscal Year: 10

Fiscal Period: 07

Items: 27

Commit Type: U

Text Exists: Y

Detail Information

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	0	1	IDV	MKT/9634 BC S LALLA	30.00	D		GIBSON

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
N	112799	111260	530350	752001	1800				N	30	

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference
0	0	2	IDV	MKT/9635 BC R GRANT	30.00	D		GIBSON

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
N	112799	111260	530350	752001	1800				N	30	

Submission Number. Press Duplicate Item to access Document Postings (FGQDOCP).


Record: 1/?

<OSC>

- Click on the **Option** menu.
- Select **Document Text** (FOATEXT form).

Document Text form and text will be displayed.

[illegible]

- Click on Exit button  to return to FGIDOCR, previous form.

Vendor Detail History (FAIVNDH)

The **Vendor Detail History** form, FAIVNDH, provides an online list of vendor invoice/credit memo/payment transactions for any vendor in the system.


Access the **Vendor Detail History** form by entering FAIVNDH in the Direct Access **Go To...** field.

Vendor: 800092920 Dell Marketing LP Selection: All

Fiscal Year: 10 Invoice Date From: Invoice Date To:

Vendor Invoice	Invoice	Indicators					Vendor Invoice Amt	Due Date	Check Date	Check Number
		Approval	VIC	Credit Memo	Open/Paid	Cancel				
XDMDKCPF9	I0417183	Y	N	N	P	N	1,392.34	15-FEB-2010	15-FEB-2010	01424807
XDMJDD1D5	I0417184	Y	N	N	P	N	1,120.80	18-FEB-2010	18-FEB-2010	01425741
XDMFTP2W8	I0417199	Y	N	N	P	N	97.02	16-FEB-2010	16-FEB-2010	01425109
XDMRD56	I0418483	Y	N	N	P	N	1,958.16	25-FEB-2010	01-MAR-2010	01427681
XDMNWP822	I0418490	Y	N	N	P	N	2,214.42	22-FEB-2010	01-MAR-2010	01427681
XDMK5JC39	I0419006	Y	N	N	P	N	7,750.47	19-FEB-2010	19-FEB-2010	01426139
XDMPN74C6	I0419361	Y	N	N	P	N	1,435.21	23-FEB-2010	01-MAR-2010	01427681
XDMT7FD13	I0419369	Y	N	N	P	N	961.30	26-FEB-2010	01-MAR-2010	01427681
XDN1RXRD7	I0419510	Y	N	N	P	N	57.39	02-MAR-2010	02-MAR-2010	01440012
XDMWKDT89	I0419644	N	N	N	O	N	3,148.74	01-MAR-2010		
XDMWW57W6	I0419650	N	N	N	O	N	1,915.51	01-MAR-2010		
XDMT8N8X5	I0419654	N	N	N	O	N	764.94	01-MAR-2010		
XDMXJMW69	I0419862	Y	N	N	P	N	4,838.00	01-MAR-2010	01-MAR-2010	01427681
XDN3D8RT4	I0420286	Y	N	N	O	N	3,646.44	06-MAR-2010		
Total:							1,047,104.97			

Record: 257/270 ... <OSC>

1. Enter the Vendor number in the **Vendor** field.
2. The default in the **Selection** field is **All**.
3. Click on the **Next Block** button .

Note: With a Vendor Invoice selected and from the **Options** menu additional forms can be accessed to view. To narrow a query the **Invoice Date From** and **Invoice Date To** can be used.

Vendor Invoice Query (FAIVINV)

Use the **Vendor Invoice Query** form, FAIVINV, to view detailed information about invoices for a particular vendor.


Access the **Vendor Invoice Query** form by entering FAIVINV in the Direct Access **Go To...** field.

The screenshot shows the Vendor Invoice Query (FAIVINV) form. The menu bar includes File, Edit, Options, Block, Item, Record, Query, and Help. The toolbar contains various icons for navigation and actions. A callout '1' points to the 'Vendor' field, which contains the value '800092920'. A callout '2' points to the 'Next Block' button in the toolbar. The form title is 'Vendor Invoice Query FAIVINV 8.0 (UBN8)'. The status bar at the bottom says 'Enter vendor code and press NEXT FIELD; Press NEXT BLOCK to query. LIST & COUNT HITS available' and 'Record: 1/1'.



1. Enter the Vendor number in the **Vendor** field.
2. Click on the **Next Block** button .

[illegible]

To display information for all invoices for this vendor:

- Click on the **Execute Query** button  or press the **F8** key.
- Details of the most recent invoice will be displayed.
- If applicable use the scroll bar to view additional invoices.

To display information for one specific invoice for this vendor:

6. Click on the **Next Block** button .
7. Enter the NMSU invoice number in the **Document Number** field or the Vendor's invoice number in the **Vendor Invoice Number** field.
8. Click on the **Execute Query** button  or press the **F8** key.
9. Details of the invoice will be displayed.

General Budget Queries

Organization Budget Status (FGIBDST)

Use the **Organization Budget Status** form, FGIBDST, to view an online query of the budget availability by organization code.

Access the **Organization Budget Status** form by entering FGIBDST in the Direct Access **Go To...** field.

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.3 (UBN8)

Chart: N
Fiscal Year: 10
Index: 100008

Organization: 500000
Fund: 110006
Program: 1201
Account:
Account Type:
Activity:
Location:

Organization Name will appear
OPERATING ACCOUNTS MAIN
STUDENT SERVICES ADMINISTRATION

☐ Query Specific Account
☒ Include Revenue Accounts

Commit Type: Both

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
722100	E	IN STATE TRAVEL	0.00	348.40	0.00	-348.40
723100	E	OUT OF STATE TRAVEL	0.00	929.35	0.00	-929.35
723110	E	OUT OF ST CONF FEE	0.00	590.00	0.00	-590.00
731000	E	OFFICE SUPPLIES	0.00	1,624.12	0.00	-1,624.12
732001	E	NON OFFICE SUPPLIES	0.00	188.96	0.00	-188.96
737001	E	FOOD PRODUCTS	0.00	312.25	0.00	-312.25
737010	E	DRINKING WATER	0.00	97.20	514.06	-611.26
740100	E	FURNITURE AND EQUIPMEN	0.00	39.99	0.00	-39.99
750530	E	VOICE INSTALLATION	0.00	39.50	0.00	-39.50
750620	E	VOICE MATERIALS	0.00	4.55	0.00	-4.55
750630	E	DATA MATERIALS	0.00	13.86	0.00	-13.86
752001	E	PRINTING REPRODUCTION	0.00	90.00	0.00	-90.00
Net Total:			17,259.79	8,680.77	514.06	8,064.96

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
Record: 1/18 | | ... | | <OSC>

1. Enter your **Index** number.
2. Ensure "Include Revenue Accounts" is not checked.

Note: For budgets that do bring in revenue and to display Revenue Accounts leave checkmark on.

3. Click on the **Next Block** button .

Budget Availability Status (FGIBAVL)

The **Budget Availability Status** form, **FGIBAVL**, allows online query of budget availability for a selected **Fund, Organization, Account, and Program** combination. Use it to ensure an adequate balance for transaction processing.


Access the **Budget Availability Status** form by entering **FGIBAVL** in the Direct Access **Go To...** field.

Budget Application Status FGIBAVL 8.0.0.1 (UBN8)

Chart: 10 **Fund:** 110006 OPERATING ACCOUNTS MAIN
Fiscal Year: 10 **Organization:** 500000 Organization Name will appear
Index: 1 **Account:** BAVL **Program:** 1201 STUDENT SERVICES ADMINISTRATION
Commit Type: Month
Control Keys: Fund: 110006 Organization: 500000 Account: BAVL Program: 1201

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
BAVL	DEFAULT ACCOUNT FOR BAVL	17,259.79	8,680.77	514.06	8,064.96
Total:		17,259.79	8,680.77	514.06	8,064.96

Account Code: Record: 1/1 <OSC>

1. Enter the **Fiscal Year** (if not populate by default).
2. Enter the **Index** code.
3. (Optional) Enter an **Account** code.
4. Click on the **Next Block** button .

Detail Transaction Activity (FGITRND)

Use the **Detail Transaction Activity** form, **FGITRND**, to display an online view of detailed transaction activity for operating ledger accounts.



Access the **Detail Transaction Activity** form by entering **FGITRND** in the Direct Access **Go To...** field.

The screenshot shows the FGITRND form with the following fields and values:

COA	Fiscal	Index	Fund	Organization	Account	Program	Activity	Location	Period	Query Type	Commit Type
N	10	100000	111260	500000		1800					

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
613300	530350	1800	05-MAR-2010	HGNL	F0097186	HR Payroll 2010 SL	YTD	752.40 +
613300	530350	1800	11-FEB-2010	HGNL	F0096805	HR Payroll 2010 SL	YTD	615.60 +
613300	530350	1800	28-JAN-2010	HGNL	F0038862	HR Payroll 2010 SL	YTD	619.88 +
613300	530350	1800	14-JAN-2010	HGNL	F0038439	HR Payroll 2010 SL	YTD	410.40 +
613300	530350	1800	22-DEC-2009	HGNL	F0038011	HR Payroll 2009 SL	YTD	752.40 +
613300	530350	1800	14-DEC-2009	HGNL	F0037811	HR Payroll 2009 SL	YTD	613.46 +
613300	530350	1800	30-NOV-2009	HGNL	F0037249	HR Payroll 2009 SL	YTD	337.73 +
613300	530350	1800	12-NOV-2009	HGNL	F0036781	HR Payroll 2009 SL	YTD	681.86 +
613300	530350	1800	29-OCT-2009	HGNL	F0036320	HR Payroll 2009 SL	YTD	752.40 +
613300	530350	1800	14-OCT-2009	HGNL	F0035889	HR Payroll 2009 SL	YTD	615.60 +
613300	530350	1800	29-SEP-2009	HGNL	F0035518	HR Payroll 2009 SL	YTD	669.04 +
613300	530350	1800	14-SEP-2009	HGNL	F0035052	HR Payroll 2009 SL	YTD	752.40 +
613300	530350	1800	28-AUG-2009	HGNL	F0034669	HR Payroll 2009 SL	YTD	549.34 +
613300	530350	1800	13-AUG-2009	HGNL	F0034226	HR Payroll 2009 SL	YTD	760.95 +
613300	530350	1800	30-JUL-2009	HGNL	F0033934	HR Payroll 2009 SL	YTD	684.00 +
614100	530350	1800	05-MAR-2010	HGNL	F0097187	HR Payroll 2010 SC	YTD	25,204.51 +
614100	530350	1800	11-FEB-2010	HGNL	F0096810	HR Payroll 2010 SC	YTD	25,204.51 +
Total:								1,011,748.12

Press Key Dup Item for document query forms; Count Query for encumbrance detail
Record: 1/? <OSC>

1. Enter an **Index** number.
2. Click on the **Next Block** button .
3. Click on the **Execute Query** button .




Use the **Extract Data No Key** option from the **Help** menu to download this information to a spreadsheet.

Organization Budget Summary (FGIBSUM)

Use the **Organization Budget Summary** form, **FGBSUM**, to view summarized budget information by user-defined account type for a selected organization/fund combination.

Access the **Organization Budget Summary** form by entering **FGBSUM** in the Direct Access **Go To...** field.

[illegible]

1. Enter the Organization number in the **Organization** field.
2. Click on the **Next Block** button .

General Ledger Activity (FGIGLAC)

Use the **General Ledger Activity** form, **FGIGLAC**, to view detailed transaction activity for General Ledger accounts by account number in an online summary.

Access the **General Ledger Activity** form by entering **FGIGLAC** in the Direct Access **Go To...** field.

General Ledger Activity FGIGLAC 8.0.0.1 (UBN8)

Chart: N Fund: 110006 Period: Fiscal Year: 10 Index: 100000

Account	Transaction Date	Type	Document	Description	Amount	D/C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	2,222.22	C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	1,311.20	C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	7,284.46	C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	400.00	C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	104.72	C
111000	28-FEB-2010	JE16	CS000074	CLOSE COSTSHARE 2010FEB28	3,611.11	C
111000	05-MAR-2010	DNNI	01450052	Sky,Blue	1,000,000.00	C
111000	05-MAR-2010	DNNI	01450052	Sky,Blue	10,000,000.00	C
111000	05-MAR-2010	DNNI	01450052	Sky,Blue	1,000,000.00	C
111000	05-MAR-2010	DNEI	01450047	Ocean, Jewel	1,190.00	C
111000	05-MAR-2010	DNEI	01450047	Ocean, Jewel	1,015.00	C
111000	05-MAR-2010	DNNI	01450038	Ocean, Jewel	1,000,000.00	C
111000	05-MAR-2010	DNEI	01450042	Discount Media Products	1,282.50	C
111000	05-MAR-2010	DNEI	01450028	Thyssenkrupp Elevator	140.25	C
111000	05-MAR-2010	DNEI	01450028	Thyssenkrupp Elevator	7.01	C
111000	05-MAR-2010	DNEI	01450028	Thyssenkrupp Elevator	140.25	C
111000	05-MAR-2010	DNEI	01450028	Thyssenkrupp Elevator	7.01	C
Total:					13,018,715.73	C

Press Duplicate Item for Transaction Source Form, Dup. Record for full total.
Record: 1/? <OSC>

1. Enter your department's **Index**.
2. Click on the **Next Block** button

General Ledger Trial Balance (FGITBAL)

The **General Ledger Trial Balance** form, FGITBAL, provides an online display of a trial balance.

Access the **General Ledger Trial Balance** form by entering FGITBAL in the Direct Access **Go To...** field.


Chart: N **Fund:** 110006 OPERATING ACCOUNTS MAIN **Account Type:** ☐ ☐

Fiscal Year: 10 **Account:**

Account	Description	Beginning Balance	D/C *	Current Balance	D/C *
111000	CLAIM ON CASH	475,954.24	D	29,460,661.25	C *
111100	CASH ON HAND	707.78	D	707.78	D
111200	PETTY CASH	0.00	D	0.00	D
111500	BANK TRANSFER CLEARING	1.50	C *	1.50	C *
111502	STANDARD CHARTER BANK CLEARING	0.00	D	27,473.39	D
111700	BANK DEPOSITS CASH	0.00	D	0.00	D
113100	A R STUDENTS	25.00	D	0.00	D
113300	RES INACTIVE STU AC	10.00	D	10.00	D
113400	AR BEG BAL FEDERAL	10.52	D	10.52	D
113700	AR BEG BAL PRIVATE	321.02	D	695.06	D
113704	AR BILL BAN PRIVATE	10,984.20	D	0.00	D
113800	A R OTHER	22.56	D	22.56	D
113960	06 07 CASH PLED RECV	2,000.00	D	0.00	D
115300	INVENTORIES SUPPLIES	85,174.38	C *	85,174.38	C *
115500	INVENTORIES OTHER	100,458.69	D	158,844.28	D
Total: ALL ACCOUNTS		0.00	<input type="checkbox"/> <input type="checkbox"/>	0.00	<input type="checkbox"/> <input type="checkbox"/>

* - denotes amount is opposite of Normal Balance

Press Key Duplicate Item to view General Ledger activity.
Record: 1/38 | ... | <OSC>

1. Enter a **Fund** number.
2. Click on the **Next Block** button .

Trial Balance Summary (FGITBSR)

Use the **Trial Balance Summary** form, **FGITBSR**, to query and display budget detail for specific funds and accounts.

Access the **Trial Balance Summary** form by entering **FGITBSR** in the Direct Access **Go To...** field.

COA: N New Mexico State University
Fund: 110006 OPERATING ACCOUNTS MAIN
Account:

Fiscal Year: 10
OR Fund Type:
OR Acct Type:

Acct Type	Account	Description	Beginning Balance	D/C	*	Current Balance	D/C	*
11	111000	CLAIM ON CASH	475,954.24	D		29,460,661.25	C	*
11	111100	CASH ON HAND	707.78	D		707.78	D	
11	111200	PETTY CASH	0.00	D		0.00	D	
11	111500	BANK TRANSFER CLEARING	1.50	C	*	1.50	C	*
11	111502	STANDARD CHARTER BANK CLEARING	0.00	D		27,473.39	D	
11	111700	BANK DEPOSITS CASH	0.00	D		0.00	D	
11	113100	A R STUDENTS	25.00	D		0.00	D	
11	113300	RES INACTIVE STU AC	10.00	D		10.00	D	
11	113400	AR BEG BAL FEDERAL	10.52	D		10.52	D	
11	113700	AR BEG BAL PRIVATE	321.02	D		695.06	D	
11	113704	AR BILL BAN PRIVATE	10,984.20	D		0.00	D	
11	113800	A R OTHER	22.56	D		22.56	D	
11	113960	06 07 CASH PLED RECV	2,000.00	D		0.00	D	

* - denotes amount is opposite of Normal Balance

Total: ALL ACCOUNTS 0.00 ☐ ☐ 0.00 ☐ ☐

Current Fund Balance: 29,647,560.03 ☐ ☐ D *

Record: 1/38 | ... | <OSC>


1. Enter a **Fund** number or a **Fund** number and **Account** code combination.
2. Click on the **Next Block** button .

Chart of Account Queries

Fund Hierarchy Query (FTIFNDH)

Use the **Fund Hierarchy Query** form, FTIFNDH, to obtain an online view of the hierarchical relationship between funds.

Access the **Fund Hierarchy Query** form by entering FTIFNDH in the Direct Access **Go To...** field.

The screenshot shows the Fund Hierarchy Query (FTIFNDH) form. The title bar indicates 'Fund Hierarchy Query FTIFNDH 8.0 (UBN8)'. The form has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The 'Fund' field is set to '110006' and 'OPERATING ACCOUNTS MAIN'. The 'Predecessor Fund' is 'MXIG1A' and 'MIXED FUNDING SOURCES'. The hierarchical tree shows the following structure:

- IG1
 - IG11
 - IGLC
 - MXIG1A
 - 110006

The 'Next Block' button is located at the bottom right of the form.

1. Enter the Fund code in the **Fund** field in the **Key Block** area
2. Click on the **Next Block** button .

Account Hierarchy Query (FTIACTH)

Use the **Account Hierarchy Query** form, **FTIACTH**, to obtain an online view of the hierarchical relationship between account codes.

Access the **Account Hierarchy Query** form by entering **FTIACTH** in the Direct Access **Go To...** field.

COA: N

Account: 730001 SUPPLIES NON CAP EQUIP LT 5000

Predecessor Account: 730000 SUPPL NON CAP EQUIP POOL

	710	CASH OUTFLOWS OPER ACT NON LABOR
	7220	PAYMENTS TO SUPPLIERS
	730000	SUPPL NON CAP EQUIP POOL
	730001	SUPPLIES NON CAP EQUIP LT 5000

Record: 1/1 | <QRC>

1. Enter the Account code in the **Account** field in the **Key Block** area.
2. Click on the **Next Block** button .

Program Hierarchy Query (FTIPRGH)

Use the **Program Hierarchy Query** form, **FTIPRGH**, to obtain an online view of the hierarchical relationship between programs.

Access the **Program Hierarchy Query** form by entering **FTIPRGH** in the Direct Access **Go To...** field.

The screenshot shows the 'Program Hierarchy Query' form (FTIPRGH) with the following fields and data:

- COA:** N
- Program:** 1700 PUBLIC SERVICE
- Predecessor Program:** 17000 PUBLIC SERVICE 3

The hierarchical tree structure is as follows:

- 17
 - 170000
 - 17000
 - 1700

On the right side of the form, there is a list of programs:

- PUBLIC SERVICE 1
- PUBLIC SERVICE 2
- PUBLIC SERVICE 3
- PUBLIC SERVICE

Callout 1 points to the 'Program' field, and callout 2 points to the 'Next Block' button.

1. Enter the Program code in the **Program** field in the **Key Block** area.
2. Click on the **Next Block** button .

Location Hierarchy Query (FTILOCH)

Use the **Location Hierarchy Query** form, **FTILOCH**, to obtain an online view of the hierarchical relationship between locations.

Access the **Location Hierarchy Query** form by entering **FTILOCH** in the Direct Access **Go To...** field.

2

1

COA: N Location: 001001 Goddard Hall 10-100

Predecessor Location: 10 GODDARD HALL

B

L1

10

001001

BLDGS

MAIN CAMPUS

GODDARD HALL

Goddard Hall 10-100

Record: 1/1 <OSC>

1. Enter the Location code in the **Location** field in the **Key Block** area.
2. Click on the **Next Block** button .

Fund Code Validation (FTVFUND)

Use the **Fund Code Validation** form, FTVFUND, to see a list of fund codes defined in Banner.

Access the **Fund Code Validation** form by entering FTVFUND in the Direct Access **Go To...** field.

2

1

Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date	Termination Date
N	000001	U1	DO NOT USE	<input checked="" type="checkbox"/>	A	01-JUL-2005	
N	000001	U1	DO NOT USE	<input checked="" type="checkbox"/>	A	01-JUL-2005	
N	080107	R1	SOLAR CODES/STANDARDS WORKING GROUP	<input checked="" type="checkbox"/>	A	01-AUG-2007	
N	080107	R1	TERMED - WRONG #	<input checked="" type="checkbox"/>	A	21-SEP-2007	
N	080107	R1	TERMED - WRONG #	<input checked="" type="checkbox"/>	I	22-SEP-2007	
N	080107	R1	TERMED - WRONG #	<input checked="" type="checkbox"/>	I	31-OCT-2008	31-OCT-2008
N	100000	S1	CAMPUS 09 CLEARING	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100001	S1	PHONATHON CLEARING	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100002	S1	PA PRES EXCEL	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100002	S1	PA PRES EXCEL	<input checked="" type="checkbox"/>	A	22-JAN-2008	
N	100003	S1	HISPAÑO BANQUET	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100005	S1	YMCA BLD RENOVAT	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100006	S1	DIAMOND A ANDRSN	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100008	S1	MCCUNE PRES DSCRTNRY	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100009	S1	ADMISSIONS	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100010	S1	NMSU FACULTY EXCLNCE	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100011	S1	ENROLLMENT MANAGEMENT	<input checked="" type="checkbox"/>	A	01-OCT-2007	
N	100012	S1	NMSU MARIACHI GROUP	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100014	S1	CIP ADMINISTRAT	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100015	S1	FRIENDS OF BRI	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100016	S1	NATIVE AM GIFTS	<input checked="" type="checkbox"/>	A	01-JUL-1950	
N	100018	S1	AIP MIN RECRUITMENT	<input checked="" type="checkbox"/>	A	01-JUL-1950	

Record: 1/7

1. Use the scroll bar to view the list of fund codes; or
2. Use the query buttons to search for a particular fund code.

Organization Code Validation (FTVORGN)

Use the **Organization Code Validation** form, FTVORGN, to see a list of organization codes defined in Banner.

Access the **Organization Code Validation** form by entering FTVORGN in the Direct Access Go To... field.

The screenshot shows the 'Organization Code Validation Form - Finance FTVORGN 8.0 (UBN8)' window. The window has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar with various icons. A table lists organization codes with columns: Chart of Accounts, Organization Code, Title, Data Entry, Status, Effective Date, and Termination Date. The table contains 20 rows of data. A scroll bar on the right side of the table is highlighted with a callout labeled '1'. In the toolbar, a group of icons for querying data is highlighted with a callout labeled '2'.

Chart of Accounts	Organization Code	Title	Data Entry	Status	Effective Date	Termination Date
N	000002	AGENCY	Y	A	01-JUL-1950	
N	000002	AGENCY	Y	A	20-MAR-2008	
N	100001	PRESIDENT OFFICE	Y	A	01-JUL-1950	
N	100001	PRESIDENT OFFICE	Y	A	09-NOV-2007	
N	100003	BOARD OF REGENTS	Y	A	01-JUL-1950	
N	100003	BOARD OF REGENTS	Y	A	09-NOV-2007	
N	100004	PRESIDENTS OFFICE CUSTODIAL	Y	A	01-JUL-1950	
N	100004	PRESIDENTS OFFICE CUSTODIAL	Y	A	09-NOV-2007	
N	100005	PRESIDENTS OFFICE MISC	Y	A	01-JUL-1950	
N	100005	PRESIDENTS OFFICE MISC	Y	A	09-NOV-2007	
N	100006	EXTERNAL AUDITING	Y	A	01-JUL-1950	
N	100006	EXTERNAL AUDITING	Y	A	28-JUN-2005	
N	100006	EXTERNAL AUDITING	Y	A	16-MAY-2008	
N	100007	STRATEGIC PLANNING PRESIDENT	Y	A	01-JUL-1950	
N	100007	STRATEGIC PLANNING PRESIDENT	Y	A	09-NOV-2007	
N	100008	PRESIDENTS SALARY SAVINGS	Y	A	01-JUL-2005	
N	100008	PRESIDENTS SALARY SAVINGS	Y	A	09-NOV-2007	
N	100009	PRESIDENT I&G FUNCTIONS	Y	A	01-JUL-2005	
N	100009	PRESIDENT I&G FUNCTIONS	Y	A	09-NOV-2007	
N	100010	MCDONOUGH'S OPERATING ACCOUNT MAIN	Y	A	01-JUL-2006	
N	100010	MCDONOUGH'S OPERATING ACCOUNT MAIN	Y	A	09-NOV-2007	
N	100011	UNITED WAY CAMPAIGN	Y	A	01-JUL-2006	
N	100011	UNITED WAY CAMPAIGN	Y	A	09-NOV-2007	

Record: 1/2 <OSC>

1. Use the scroll bar to view the list of organization codes; or
2. Use the query buttons to search for a particular organization code.

Account Code Validation (FTVACCT)

Use the **Account Code Validation** form, FTVACCT, to see a list of account codes defined in Banner.

Access the **Account Code Validation** form by entering FTVACCT in the Direct Access **Go To...** field.

Account Code Validation FTVACCT 8.0 (UBN8)

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
N	111000	CLAIM ON CASH	11	Y		A	10	01-JUL-1950	
N	111100	CASH ON HAND	11	Y		A	10	01-JUL-1950	
N	111101	CASH ON HAND ED SERVICES	11	Y		A	10	01-JUL-1950	
N	111102	CASH ON HAND STATE TREASURER	11	Y		A	10	01-JUL-1950	
N	111103	CASH ON HAND SPEC EVENTS	11	Y		A	10	01-JUL-1950	
N	111108	FIRST NATIONAL ALAMO CHECKS	11	Y		A	10	01-JUL-1950	
N	111108	FIRST NATIONAL ALAMO CHECKS	11	Y		A	10	26-JUL-2005	
N	111113	GRANTS STATE BANK GRANTS CHECKS	11	Y		A	10	01-JUL-1950	
N	111113	GRANTS STATE BANK GRANTS CHECKS	11	Y		A	10	26-JUL-2005	
N	111116	EAST TEXAS NATIONAL PALESTINE	11	Y		A	10	01-JUL-1950	
N	111116	EAST TEXAS NATIONAL PALESTINE	11	Y		A	10	26-JUL-2005	
N	111117	WELLS FARGO COMBINED BALANCE	11	Y		A	10	01-JUL-1950	
N	111117	WELLS FARGO COMBINED BALANCE	11	Y		A	10	26-JUL-2005	
N	111120	FIRST NATIONAL ALAMO DEBT SERVICE	11	Y		A	10	01-JUL-1950	
N	111120	FIRST NATIONAL ALAMO DEBT SERVICE	11	Y		A	10	26-JUL-2005	
N	111123	WELLS FARGO DABCC DEBT RET TREAS	11	Y		A	10	01-JUL-1950	
N	111123	WELLS FARGO DABCC DEBT RET TREAS	11	Y		A	10	26-JUL-2005	
N	111125	B OF A CREDIT CARDS	11	Y		A	10	01-JUL-1950	
N	111125	B OF A CREDIT CARDS	11	Y		A	10	26-JUL-2005	
N	111126	WESTERN COMMERCE CARLSBAD CHECKS	11	Y		A	10	01-JUL-1950	
N	111126	WESTERN COMMERCE CARLSBAD CHECKS	11	Y		A	10	26-JUL-2005	
N	111127	WESTERN COMMERCE CARLSBAD DEPOSIT	11	Y		A	10	01-JUL-1950	
N	111127	WESTERN COMMERCE CARLSBAD DEPOSIT	11	Y		A	10	26-JUL-2005	

Record: 1/?

1. Use the scroll bar to view the list of account codes; or
2. Use the query buttons to search for a particular account code.

Program Code Validation (FTVPROG)

Use the **Program Code Validation** form, FTVPROG, to see a list of program codes defined in Banner.

Access the **Program Code Validation** form by entering FTVPROG in the Direct Access **Go To...** field.

2

1

Chart of Accounts	Program Code	Title	Data Entry	Status	Effective Date	Termination Date
N	0010	IG BUDGET CONTROL	Y	A	01-JUL-1950	
N	0020	IG REVENUE	Y	A	01-JUL-1950	
N	0021	TUITION	Y	A	01-JUL-1950	
N	0022	WAIVERS OF TUITION	Y	A	01-JUL-1950	
N	0023	COMMUNITY EDUCATION	Y	A	01-JUL-1950	
N	0024	FEES	Y	A	01-JUL-1950	
N	0025	GOVERNMENT APPROPRIATIONS	Y	A	01-JUL-1950	
N	0026	GOVERNMENT GRANTS CONTRACTS	Y	A	01-JUL-1950	
N	0027	PRIVATE GIFTS GRANTS CONTRACTS	Y	A	01-JUL-1950	
N	0028	ENDOWMENT LAND PERM FUND	Y	A	01-JUL-1950	
N	0029	SALES SERVICES	Y	A	01-JUL-1950	
N	0036	IDC RCVY OTHER IG	Y	A	01-JUL-1950	
N	0037	IDC RCVY INSTRUCTION	Y	A	01-JUL-1950	
N	0038	IDC RCVY RESEARCH	Y	A	01-JUL-1950	
N	0039	IDC RCVY PUBLIC SERVICE	Y	A	01-JUL-1950	
N	0049	OTHER SOURCES	Y	A	01-JUL-1950	
N	0050	IG TRANSFERS	Y	A	01-JUL-1950	
N	1000	INSTRUCTION	Y	A	01-JUL-1950	
N	1001	GENERAL ACADEMIC INSTRUCTION	Y	A	01-JUL-1950	
N	1010	VOCATIONAL TECHNICAL INSTRUCTION	Y	A	01-JUL-1950	
N	1020	SPECIAL SESSION INSTRUCTION	Y	A	01-JUL-1950	
N	1030	COMMUNITY EDUCATION	Y	A	01-JUL-1950	
N	1040	PREPARATION REMEDIAL INSTRUCTION	Y	A	01-JUL-1950	

Record: 1/? | | ... | | <OSC>

1. Use the scroll bar to view the list of program codes; or
2. Use the query buttons to search for a particular program code.

Activity Code Validation (FTVACTV)

Use the **Activity Code Validation** form, FTVACTV, to see a list of activity codes defined in Banner.

Access the **Activity Code Validation** form by entering FTVACTV in the Direct Access **Go To...** field.

Activity Code Validation: FTVACTV 8.0 (UBN8)

Chart of Accounts	Activity Code	Title	Status	Effective Date	Termination Date
N	000000	DO NOT USE	A	01-JUL-1950	
N	100001	EL RITO ACEQUIA DITCH	A	01-JUL-1950	
N	100002	RIO DE LAS GALLINAS ACEQUIA DITCH	A	01-JUL-1950	
N	100003	LA SIERRA ACEQUIA DITCH	A	01-JUL-1950	
N	100004	RIO POJOAQUE ACEQUIA DITCH	A	01-JUL-1950	
N	100005	SANTA CRUZ ACEQUIA DITCH	A	01-JUL-1950	
N	100006	RAMAH ACEQUIA DITCH	A	01-JUL-1950	
N	100007	RIO ARriba ACEQUIA DITCH	A	01-JUL-1950	
N	100008	SAN JOSE ACEQUIA DITCH	A	01-JUL-1950	
N	100009	SUNSET ACEQUIA DITCH	A	01-JUL-1950	
N	100010	TAOS VALLEY ACEQUIA DITCH	A	01-JUL-1950	
N	100011	TESUQUE ACEQUIA DITCH	A	01-JUL-1950	
N	100012	RIO VALLECITOS ACEQUIA DITCH	A	01-JUL-1950	
N	100013	RIO DE CHAMA	A	01-JUL-2005	
N	100014	GALLINA CAPULIN	A	01-JUL-2005	
N	100015	RIO DE LAS GALLINAS	A	01-JUL-2005	
N	100016	LA ACEQUIA DE LA SIERRA	A	01-JUL-2005	
N	100017	RIO POJOAQUE ACEQUIA & WATER WELL	A	01-JUL-2005	
N	100018	RIO QUEMADO	A	01-JUL-2005	
N	100019	RIO ARriba	A	01-JUL-2005	
N	100020	RIO SAN JOSE	A	01-JUL-2005	
N	100021	TAOS VALLEY ACEQUIA ASSOCIATION	A	01-JUL-2005	
N	100022	RIO DE TESUQUE	A	01-JUL-2005	

Record: 1/? | | ... | | <OSC>

1. Use the scroll bar to view the list of activity codes; or
2. Use the query buttons to search for a particular activity code.

Location Code Validation (FTVLOCN)

Use the **Location Code Validation** form, FTVLOCN, to see a list of location codes defined in Banner.

Access the **Location Code Validation** form by entering FTVLOCN in the Direct Access **Go To...** field.

Account Index Code Validation FTVACCI 8.0 (UBN8)

Chart of Accounts	Account Index Code	Title	Status	Effective Date	Termination Date
N	000001	DO NOT USE	A	01-JUL-2005	
N	100100	01010000N01010000S FD BAL	A	01-JUL-1950	
N	100100	01010000N01010000S FD BAL	A	27-JUN-2005	27-JUN-2005
N	100100	01010000N01010000S FD BAL	A	01-JUL-2005	01-JUL-2005
N	100100	01010000N01010000S FD BAL	A	01-JUL-2005	
N	100101	01100001N01010000I G REVENUE	A	01-JUL-1950	
N	100102	01111005N01010000STAFF TUITI	A	01-JUL-1950	
N	100102	01111005N01010000STAFF TUITI	A	26-OCT-2006	
N	100103	01111006N01010000DEPENDNT TU	A	01-JUL-1950	
N	100103	01111006N01010000DEPENDNT TU	A	30-OCT-2006	30-OCT-2006
N	100104	01111010N01010000ADMISS FEE	A	01-JUL-1950	
N	100104	01111010N01010000ADMISS FEE	A	26-OCT-2006	
N	100105	01111011N01010000DEF PAYMENT	A	01-JUL-1950	
N	100105	01111011N01010000DEF PAYMENT	A	30-OCT-2006	30-OCT-2006
N	100106	01111012N01010000ADMISS FEE	A	01-JUL-1950	
N	100106	01111012N01010000ADMISS FEE	A	30-OCT-2006	30-OCT-2006
N	100107	01111013N01010000GRADUATION	A	01-JUL-1950	
N	100107	01111013N01010000GRADUATION	A	25-OCT-2006	
N	100107	01111013N01010000GRADUATION	A	30-OCT-2006	30-OCT-2006
N	100108	01111014N01010000LANG LAB FE	A	01-JUL-1950	
N	100108	01111014N01010000LANG LAB FE	A	30-OCT-2006	30-OCT-2006
N	100109	01111015N01010000MISC TUIT	A	01-JUL-1950	
N	100109	01111015N01010000MISC TUIT	A	30-OCT-2006	30-OCT-2006

Record: 1/?

1. Use the scroll bar to view the list of activity codes; or
2. Use the query buttons to search for a particular activity code.

Account Index Code Validation (FTVACCI)

Use the **Account Index Code Validation** form, FTVACCI, to see a list of indexes defined in Banner.

Access the **Account Index Code Validation** form by entering FTVACCI in the Direct Access **Go To...** field.

2

Chart of Accounts	Account Index Code	Title	Status	Effective Date	Termination Date
N	000001	DO NOT USE	A	01-JUL-2005	
N	100100	01010000N01010000S FD BAL	A	01-JUL-1950	
N	100100	01010000N01010000S FD BAL	A	27-JUN-2005	27-JUN-2005
N	100100	01010000N01010000S FD BAL	A	01-JUL-2005	01-JUL-2005
N	100100	01010000N01010000S FD BAL	A	01-JUL-2005	
N	100101	01100001N01010000I G REVENUE	A	01-JUL-1950	
N	100102	01111005N01010000STAFF TUITI	A	01-JUL-1950	
N	100102	01111005N01010000STAFF TUITI	A	26-OCT-2006	
N	100103	01111006N01010000DEPENDNT TU	A	01-JUL-1950	
N	100103	01111006N01010000DEPENDNT TU	A	30-OCT-2006	30-OCT-2006
N	100104	01111010N01010000ADMISS FEE	A	01-JUL-1950	
N	100104	01111010N01010000ADMISS FEE	A	26-OCT-2006	
N	100105	01111011N01010000DEF PAYMENT	A	01-JUL-1950	
N	100105	01111011N01010000DEF PAYMENT	A	30-OCT-2006	30-OCT-2006
N	100106	01111012N01010000ADMISS FEE	A	01-JUL-1950	
N	100106	01111012N01010000ADMISS FEE	A	30-OCT-2006	30-OCT-2006
N	100107	01111013N01010000GRADUATION	A	01-JUL-1950	
N	100107	01111013N01010000GRADUATION	A	25-OCT-2006	
N	100107	01111013N01010000GRADUATION	A	30-OCT-2006	30-OCT-2006
N	100108	01111014N01010000LANG LAB FE	A	01-JUL-1950	
N	100108	01111014N01010000LANG LAB FE	A	30-OCT-2006	30-OCT-2006
N	100109	01111015N01010000MISC TUIT	A	01-JUL-1950	
N	100109	01111015N01010000MISC TUIT	A	30-OCT-2006	30-OCT-2006

1

Record: 1/?

<OSC>

1. Use the scroll bar to view the list of activity codes; or
2. Use the query buttons to search for a particular activity code.

Grant Queries

Grant Maintenance (FRAGRNT)

Use the **Grant Maintenance** form, FRAGRNT, to display information about a grant.

Access the **Grant Maintenance** form by entering FRAGRNT in the Direct Access **Go To...** field.

1. Enter a **Grant** code.
2. Click on the **Next Block** button .
3. To access the Banner Document Management Suite (BDMS) Display Document .


Note:

- From the **Option** menu you can view **Text Information [FOATEXT]** related to the Grant.
- The Proposal field in the key block captures the Office of Grants and Contracts reference number.
- Once the tabs become active you can use to access additional information. The Personnel tab will list the assigned Fiscal Monitor under indicator 002, use scroll bar to view.

Grant Inception to Date (FRIGITD)

The **Grant Inception to Date** form, **FRIGITD**, enables you to view account type information, including adjusted budgets, inception-to-date actual activity, encumbrance, and available balance amounts for a specific grant.

Access the **Grant Inception to Date** form by entering **FRIGITD** in the Direct Access **Go To...** field.

1. Enter a **Grant** code.
2. Click on the **Next Block** button .

Note: Additional information related to using the **FRIGITD** form.

- The **Date From** (MM/YY) and **Date To** (MM/YY) can be used to capture information for a specific time period.
- The form will pull up information by Index only if the query is performed by Index. The grant number should be used if a grant has more than one index/fund to view complete information.
- Checking the **Fund Summary** box pulls up information by fund or funds where more than one has been assigned to a grant.
- Checking the **By Sponsor Account** box pulls up information by the Agency approved budget categories.
- Checking both the **By Sponsor Account** and **Fund Summary** boxes pulls the information by the Agency approved budget categories for each fund.

Team Tip:



Use the **Extract Data No Key** option from the **Help** menu to download this information to a spreadsheet.

Fixed Assets


Fixed Asset Master Query (FFIMAST)

Use the **Fixed Asset Master Query** form, **FFIMAST**, to query fixed or moveable asset records.

This form consists of a main window and additional windows for querying asset details and user-defined attributes. Use the main window of this form to enter or search for the tag number to query.

Access the **Fixed Asset Master Query** form from the **General Menu** by entering **FFIMAST** in the Direct Access **Go To...** field.

1. If you know the **Asset Tag** number, enter it in the **Asset Tag** field.

Note: To search for an Asset Tag you can use the Search option . Select Fixed Asset List Form [FFIFALV] from the Options list (refer to page 48).

2. Click on the **Next Block** button .

The **Master Information** block will be displayed.

Fixed Asset Master Query FFIMAST 8.0 (UBN8)

Asset Tag: U407633

Master Information FFIMAST 8.0 (UBN8)

Origination Tag:	T01046064	Origination Tag Date:	09-JAN-2006
Permanent Tag:	U407633	Permanent Tag Date:	12-JAN-2006
Primary Tag:		Last Adjustment Date:	30-JUN-2009
Subordinate Type:		Origination Tag Cancel Date:	
Asset Description:	PN2218365 Computer OptiPlex 19IN Monitor		
Commodity:	7000 Computers Software Capital	Capitalization Indicator:	Y
Unit of Measure:	EA Each	System Status Code:	R
Asset Type:	70 AUTOMATIC DATA PROCESSING EQUIP	Text Exist:	Y
User Status Code:	R Received	Tag in Use:	
		Gift Indicator:	N
Insurance Value:		Cost:	1,383.98
Market Value:		Total Cost:	1,383.98
Replacement Value:		Net Book Value:	468.66
Book Value:	1,405.98	Total Net Book Value:	468.66

Record: 1/1 | ... | <OSC>

3. Review the information in this block:

- Origination Tag
- Origination Tag Date
- Permanent Tag
- Permanent Tag Date
- Asset Description
- Commodity
- Cost
- Total Cost
- Net Book Value
- Total Net Book Value

4. Click on the **Exit** button to return to the **General Menu**.

Fixed Asset List (FFIFALV)

Use the **Fixed Asset List** form, **FFIFALV**, to search for an asset tag using the asset's description.

Access the **Fixed Asset List** form by entering **FFIFALV** in the Direct Access **Go To...** field or selecting **Fixed Asset List Form (FFIFALV)** from the **Asset Tag** search **Option List** on form FFIMAST.

1

File Edit Options Block Item Record Query Tools Help

Fixed Asset List FFIFALV 8.0 (UBN8)

☒ Permanent Tag ☐ Origination Tag

Permanent Tag	Origination Tag	Asset Description	Capitalization Indicator	User Status	System Status	Primary Asset Tag	Subordinate Type

Select Permanent Tag or Origination Tag.


Record: 1/1

<OSC>

1. Click on the **Next Block** button .

The first line of the data display will be highlighted.

[illegible]

2. Press the **Tab** key to move the cursor to the **Asset Description** field.
3. Enter the asset description (use wildcard characters) refer to Banner Navigation manual for info on using wildcards.
4. Click on the **Execute Query** button  or press the **F8** key.



All assets matching your search criteria will be displayed.

Fixed Asset List FFIFALV 8.0 (UBN8)

Permanent Tag Origination Tag

Permanent Tag	Origination Tag	Asset Description	Capitalization Indicator	User Status	System Status	Primary Asset Tag	Subordinate Type
U423292	T01108805	HP LaserJet CP3525X Printer	N	R	R		
U422629	T01106921	Scanjet Printer Model N8460	N	R	R		
U422612	T01106643	Printer Epson Stylus Pro 7900	N	R	R		
U422579	T01106812	Laserjet Printer Model 9050DN	N	R	R		
U422479	T01106313	Laser Jet Printer Model P4515x	N	R	R		
U422478	T01106312	Laser Jet Printer Model 4515x	N	R	R		
U422477	T01106315	Laser Jet Printer Model P4015x	N	R	R		
U422476	T01106314	Color Laser Jet Printer Model 5550dn	N	R	R		
U422262	T01106328	Printer Laserjet 9040DN 40PPM PN Q7699A ABA	N	R	R		
U422097	T01105151	Color Laserjet Printer Model 4730MFP	N	R	R		
U422096	T01105394	Printer HP Color Laserjet 4700dn	N	R	R		
U421890	T01106541	Copier Printer Sharp MX 3100NP2 Color M F P	Y	R	R		
U421061	T01104284	Designjet Printer Model T1120ps	Y	R	R		
U420930	T01103970	Color Laserjet Printer Model CP3525X	N	R	R		
U420912	T01104359	LaserJet Printer Model P4015X	N	R	R		
U420672	T01105162	Color LaserJet Printer CP3525x	N	R	R		
U420671	T01105161	Color LaserJet Printer Model CP3525x	N	R	R		
U420670	T01105160	Color LaserJet Printer Model CP3525x	N	R	R		

Record: 1/?

- If you accessed this search form from the **FFIMAST** form, highlight the record you need and click on the **Select** button  to return; otherwise,
- Click on the **Exit** button  to return to the **General Menu** after reviewing the record you need.

Fixed Asset Procurement Query (FFIPROC)

Use the **Fixed Asset Procurement Query** form, **FFIPROC**, to search for an asset by purchase order number.

Access the **Fixed Asset Procurement Query** form by entering **FFIPROC** in the Direct Access **Go To...** field or selecting **Procurement Query Form (FFIPROC)** from the **Asset Tag** search **Option List** on form **FFIMAST**.


Fixed Asset Procurement Query FFIPROC 8.0 (UBN8)

Origination Tag Permanent Tag
Purchase Order Invoice
Serial Number/VIN
Description
Receiver Vendor Other Sources
Asset Type Organization Location
Type Cost
Submission Num
Cancel Date

Origination Tag Permanent Tag
Purchase Order Invoice
Serial Number/VIN
Description
Receiver Vendor Other Sources
Asset Type Organization Location
Type Cost
Submission Num
Cancel Date

Origination Tag Permanent Tag
Purchase Order Invoice
Serial Number/VIN
Description
Receiver Vendor Other Sources
Asset Type Organization Location
Type Cost
Submission Num
Cancel Date

Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 | Enter-Qu... | <OSC>

1. Type the **Purchase Order**.
2. Click on the **Execute Query** button  or press the **F8** key.

Team Tip:





This form can be used to search for an asset by Serial number or VIN number. Enter the **Serial Number/VIN** instead of the **PO Num** before executing the query.

All fixed assets from the purchase order will be displayed.

Origination Tag	Permanent Tag	Description	Origination Tag Cancel Date
T01016472	U406768	COLOR PRINTER EPSON Office Machines and Equipment Capital	
Purchase Order	Invoice	Receiver	Vendor
P0009065	I0032346	Y0003305	800112817
Serial Number/VIN	Asset Type	Organization	Location
GK70001594	70	920093	A08060
			Cost
			1,995.00

Press COUNT QUERY HITS for Purchase Query.
Record: 1/1 | ... | <OSC>

- If you accessed this form from the **FFIMAST** form, highlight the record you need and click on the **Select** button  to return; otherwise,
- Click on the **Exit** button  to return to the **General Menu** after reviewing your records.

Self-Service Queries

Banner Self-Service provides for access to budget and encumbrance information and allows you to view documents from the **my.nmsu.edu** web site.

The screenshot displays the my.NMSU.edu Banner Self-Service interface. At the top, the user is logged in as Dee Anna O'Larey. The navigation bar includes tabs for Home, Employee, Workflow, and Sample. The main content area is divided into three sections: Quick Links (Time Sheet, Leave Report, Time Off), Banner Self-Service (Personal Information, Student, Employee, Finance), and Employee Information (Name: Dee Anna O'Larey, NMSU ID Number: 800000000). The footer shows the copyright for SunGard Higher Education and the SUNGARD HIGHER EDUCATION logo.

<https://my.nmsu.edu/cp/home/displaylogin>

The **Finance** menu has the following options:

- **Budget Queries** allows you to review budget information, compare fiscal periods and years, and download query data to a spreadsheet.
- **Encumbrance Query** allows you to review outstanding encumbrance information.
- **Approve Documents** allows departmental approvers to approve purchase requisitions.
- **View Document** allows you to view detail information about a requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt.

Budget Queries

The **Budget Query** option permits you to access the same information you would review in Banner using the **Executive Summary** form, **FGIBDSR**, or the **Organization Budget Status** form, **FGIBDST**. You can save your queries and retrieve them later for quick reference or customizing.

From the **Finance** menu, select **Budget Queries**.

my.NMSU.edu

Back to Employee Tab

Personal Information Student Employee **Finance**

Search Go

MENU SITE MAP HELP

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type

Retrieve Existing Query

Saved Query

RELEASE: 8.1

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#)]

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1. To create a new query, select the type of query from the drop-down list.
 - **Budget Query by Account** allows you to review financial information by account (code) for the Fiscal period, Year to Date, and Commitment Type by specific FOAP/Index values or Grant
 - **Budget Query by Organization Hierarchy** allows you to review financial information for Organizations by Hierarchical structure; specific Funds, high-level Organizations, Accounts, and Programs; Fund Type; or Account Type.
 - **Budget Quick Query** can be used to review financial information by Adjusted Budget, Year to Date, Commitments, and Available Balance by specific FOAP/Index values or grant. This is a default selection of column headings for your report.
2. Click on the **Create Query** button.

The budget information and selection criteria will be displayed.

my.NMSU.edu

Back to Employee Tab

Personal Information Student Employee Finance

E-mail Calendar Groups Logout Help

Search Go

MENU SITE MAP HELP

Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

☐ Shared

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

RELEASE: 8.1

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3. Click in the checkboxes for the columns you need displayed on your query. Most common selection would be:
 - **Adopted Budget**- will display the budget allocated to the fund by fiscal year. Will allow you to drill down to view original budget allocated.
 - **Adjusted Budget** - will display the original budget allocated and adjustments made to the fund through the fiscal period.
 - **Year to Date** - will display all expenses paid to selected fiscal period.
 - **Commitments** - will display both outstanding reservations and encumbrances (purchase requisitions and purchase orders).
 - **Available Balance** - will display listed balance by account (code).

Note: Other Data columns options to view.

- **Accounted Budget** - will display the budget allocated to the fund by fiscal year. Will allow you to drill down to view adjustments made to the original budget allocated.
 - **Encumbrances** - will display the encumbrances made by fiscal period. Will allow you to drill down to view the encumbrance (purchase order)
 - **Reservations** - will display the reservation made by fiscal period. Will allow you to drill down to view the reservation (purchase requisition).
4. If you wish to run this query in the future, enter a name for it in the **Save Query As** field.
 5. If you are saving this query and wish it to be available to others, click in the **Shared** checkbox.
 6. Click on the **Continue** button.

The parameters you can select for your query will be displayed.

The screenshot shows the 'Budget Queries' form on the my.NMSU.edu website. The form is titled 'Budget Queries' and has a search bar at the top. Below the search bar, there are tabs for 'Personal Information', 'Student', 'Employee', and 'Finance'. The 'Finance' tab is selected. The form contains several fields and buttons, with numbered callouts indicating specific areas of interest:

- 7**: A bracket groups the 'Fiscal year', 'Fiscal period', 'Comparison Fiscal year', and 'Comparison Fiscal period' fields.
- 8**: Points to the 'Fiscal year' dropdown menu.
- 9**: Points to the 'Commitment Type' dropdown menu.
- 10**: Points to the 'Include Revenue Accounts' checkbox.
- 11**: Points to the 'Save Query as' text input field.
- 12**: Points to the 'Shared' checkbox.
- 13**: Points to the 'Submit Query' button.

At the bottom of the form, there is a navigation bar with links: [Budget Queries | Encumbrance Query | Approve Documents | View Document]. The footer of the page indicates it is powered by SUNGARD SCT HIGHER EDUCATION.

7. To create a new query, enter the appropriate parameters.
8. If this is your first time using Budget queries, enter "N" in chart of accounts field.
9. You must choose either a valid **Organization** or a **Grant** to retrieve any data. If you enter an **Index**, the **Organization** code will automatically be populated for you.
10. Click on the **Include Revenue Accounts** checkbox if you wish to display revenue accounts.
11. Enter a name in the **Save Query as** (optional) field to save the entire query for reuse.
12. Click on the **Shared** (optional) checkbox if you wish to make this query available to others.
13. Click on the **Submit Query** button.



*You can click on the **Organization**, **Grant**, or **Index** button to perform a search if you do not know the organization, grant, or index number.*

The populated parameters are displayed.

my.NMSU.edu

Back to Employee Tab

Personal Information Student Employee **Finance**

Search Go

MENU SITE MAP HELP

Budget Queries

Fiscal year: 2010 Fiscal period: 05
 Comparison Fiscal year: None Comparison Fiscal period: None
 Commitment Type: All
 Chart of Accounts: N Index:
 Fund: 110006 Activity:
 Organization: XXXXXX Location:
 Grant: Fund Type:
 Account: Account Type:
 Program: 1201

☐ Include Revenue Accounts

Save Query as:

☐ Shared

Submit Query

14

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

RELEASE: 8.1

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14. Click on the **Submit Query** button again.

Note: This step populated the Fund, Organization and Program.

The results of your query will be displayed.

my.NMSU.edu

Back to Employee Tab

Personal Information Student Employee Finance

Search Go

MENU SITE MAP HELP

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report

By Account

Period Ending Nov 30, 2009

As of Mar 29, 2010

Chart of Accounts N New Mexico State University Commitment Type All

Fund XXXXXX OPERATING ACCOUNTS MAIN Program 1310 PROGRAM DESCRIPTION

Organization XXXXXX ORGANIZATION NAME Activity All

Account All Location All

Query Results

Account	Account Title	FY10/PD05 Adjusted Budget	FY10/PD05 Accounted Budget	FY10/PD05 Year to Date	FY10/PD05 Commitments	FY10/PD05 Available Balance
732001	NON OFFICE SUPPLIES	0.00	0.00	23.92	0.00	(23.92)
732040	LINENS AND UNIFORMS	0.00	0.00	0.00	0.00	0.00
732060	STOREROOM SUPPLIES	0.00	0.00	0.00	0.00	0.00
737001	FOOD PRODUCTS	0.00	0.00	39.00	0.00	(39.00)
737010	DRINKING WATER	0.00	0.00	15.48	0.00	(15.48)
737100	BUSINESS MEALS	0.00	0.00	318.81	0.00	(318.81)
737110	ON CAMPUS MEALS	0.00	0.00	28.82	0.00	(28.82)
738011	MISC SUPPLIES PROCUREMENT CARD	0.00	0.00	0.00	0.00	0.00
739100	BOOKS	0.00	0.00	212.95	0.00	(212.95)
740100	FURNITURE AND EQUIPMENT LT 5000	0.00	0.00	2,999.98	0.00	(2,999.98)
740200	SMALL TOOLS LT 5000	0.00	0.00	0.00	0.00	0.00
744300	EQUIPMENT R M PARTS	0.00	0.00	0.00	0.00	0.00

15. The report parameters will be displayed above the query.

16. Use the scroll bar to move to the bottom of the page.

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Back to Employee Tab

722100	IN STATE TRAVEL	0.00	0.00	441.90	0.00	(441.90)	
722110	IN STATE CONFERENCE AND REG FEE	0.00	0.00	0.00	0.00	0.00	
723100	OUT OF STATE TRAVEL	0.00	0.00	1,558.82	0.00	(1,558.82)	
723110	OUT OF ST CONF FEE	0.00	0.00	269.00	0.00	(269.00)	
723150	ONE DAY PER DIEM OUT OF STATE	0.00	0.00	0.00	0.00	0.00	
725600	SEMINARS AND TRAINING	0.00	0.00	1,325.00	0.00	(1,325.00)	
730200	FUEL AND LUBRICANTS	0.00	0.00	467.83	0.00	(467.83)	
731000	OFFICE SUPPLIES	0.00	0.00	368.48	0.00	(368.48)	
731100	COMPUTER SUPPLIES	0.00	0.00	37.99	0.00	(37.99)	
Screen total		1,484.61	898.74	3,425.65	0.00	(1,941.04)	
Running total		1,484.61	898.74	3,425.65	0.00	(1,941.04)	
Report Total		664.62	65,804.00	18,764.43	3,655.34	64,244.85	

Next 15>

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

☐ Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY10/PD05 Adopted Budget	percent of	FY10/PD05 Adopted Budget	FY10/PD05 Adopted Budget	

Perform Computation

Another Query

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

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If there are more than 15 records in your query, they will not all be displayed on this page.

17. Click on the **Next 15>** button to see the next set of records.

You can create additional columns as part of your query in the **Compute Additional Columns for the query** section.

18. Select the operation to perform using the drop-down boxes labeled **Column 1**, **Operator**, and **Column 2**.
19. Select the location for the new column from the **Display After Column** drop-down box.
20. Enter a title for the new column in the **New Column Description** field.
21. Click on the **Perform Computation** button. The new column will be displayed in the specified location.

You can download your query for use in a spreadsheet.

22. Click on the **Download All Ledger Columns** button (this will extract all of the Operating Ledger Data columns) or the **Download Selected Ledger Columns** button (this will extract only the Operating Ledger Data columns selected to view).



Team Tip: If you use the **Compute Additional Columns** feature, those columns will not be downloaded to your spreadsheet.

Your query will be displayed in spreadsheet format.

23

Microsoft Excel

HomeInsertPage LayoutFormulasDataReviewViewAcrobat

PasteCutCopyFormat PainterClipboard

Calibri11Font

GeneralNumber

Conditional FormattingFormat as TableCell Styles

InsertDeleteFormatCells

AutoSumFillClearSort & FilterFind & Select

A1Organization Budget Status Report

bwfsdld.csv [Read-Only]																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Organization Budget Status Report																		
2	By Account																		
3	Period Ending Feb 28, 2010																		
4	As of Mar 23, 2010																		
5																			
6	Chart of A N New Mexico State University																		
7	Fund	111260	HUMAN RESOURCE SERVICES																
8	Organizati	530350	CENTER FOR LEARNING & PROF. DEV.																
9	Account	All																	
10	Program	1800	INTERNAL SERVICE																
11	Activity	All																	
12	Location	All																	
13	Commitm	All																	
14																			
15																			
16	chart	Fund Type	Fund Type	Fund Type	Fund Type	Fund	Fund Title	Organizat	Organizat	Account	Account T	Account T	Account T	Account T	Account T	Program	Program T	Fiscal Year	Fiscal per
17	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	613300	ADMIN SU	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
18	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	614100	EXEMPT R	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
19	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	618100	STUDENT	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
20	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	618400	STU WOR	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
21	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	619200	OVERTIME	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
22	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	619330	TAXABLE A	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
23	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	621910	FRINGE RA	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
24	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	621950	FRINGE RA	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
25	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	621970	FRINGE RA	61	Operating	60	Labor Exp	1800	INTERNAL	2010	8
26	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	722190	IN STATE F	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
27	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	725600	SEMINARS	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
28	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	731000	OFFICE SU	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
29	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	732001	NON OFFI	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
30	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	732010	EDUCATIC	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
31	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	733001	PRINT ANI	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
32	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	733310	COPY MA	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
33	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	737001	FOOD PRC	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
34	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	737010	DRINKING	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
35	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	738011	MISC SUP	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
36	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	739100	BOOKS	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8
37	N	U1	Unrestrict	10		111260	HUMAN R	530350	CENTER FC	740100	FURNITUR	71	Operating	70	Non-Labo	1800	INTERNAL	2010	8

You can now copy and save them to a spreadsheet program to reformat and manipulate to create reports. Be sure to give it a meaningful name when saving.

23. Click on Exit  to close Excel.

24. Go back to Self-service.

The drill-down feature that is available in Banner is also available on Self-Service budget queries.

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Back to Employee Tab

E-mail Calendar Groups Logout Help

	Budget	Budget	Date	Commitments	Balance
732001 NON OFFICE SUPPLIES	0.00	0.00	23.92	0.00	(23.92)
732040 LINENS AND UNIFORMS	0.00	0.00	0.00	0.00	0.00
732060 STOREROOM SUPPLIES	0.00	0.00	0.00	0.00	0.00
737001 FOOD PRODUCTS	0.00	0.00	39.00	0.00	(39.00)
737010 DRINKING WATER	0.00	0.00	15.48	0.00	(15.48)
737100 BUSINESS MEALS	0.00	0.00	318.81	0.00	(318.81)
737110 ON CAMPUS MEALS	0.00	0.00	28.82	0.00	(28.82)
738011 MISC SUPPLIES PROCUREMENT CARD	0.00	0.00	0.00	0.00	0.00
739100 BOOKS	0.00	0.00	212.95	0.00	(212.95)
740100 FURNITURE AND EQUIPMENT LT 5000	0.00	0.00	2,999.98	0.00	(2,999.98)
740200 SMALL TOOLS LT 5000	0.00	0.00	0.00	0.00	0.00
744300 EQUIPMENT R M PARTS	0.00	0.00	0.00	0.00	0.00
744310 COMPUTER R M PARTS	0.00	0.00	1,628.19	0.00	(1,628.19)
744330 PRINTER R M PARTS	0.00	0.00	722.10	0.00	(722.10)
744400 VEHICLE R M PARTS	0.00	0.00	101.55	0.00	(101.55)
Screen total	0.00	0.00	6,090.80	0.00	(6,090.80)
Running total	1,484.61	898.74	9,516.45	0.00	(8,031.84)
Report Total (of all records)	86,664.62	65,804.00	18,764.43	3,655.34	64,244.85

<Previous 15 Next 15>

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

☐ Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY10/PD05 Adopted Budget	percent of	FY10/PD05 Adopted Budget	FY10/PD05 Adopted Budget	

Perform Computation

25. Click on any blue amount to view the underlying transactions. The amount will appear underlined when you move the cursor over it.

A new report will be displayed listing the transactions.

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Search Go

MENU SITE MAP HELP

Report Parameters

Organization Budget Status Detail Report

Summary Year to Date Transaction Report

Period Ending Nov 30, 2009

As of Mar 29, 2010

Chart of Accounts: N New Mexico State University	Commitment Type: All
Fund: 110006 OPERATING ACCOUNTS MAIN	Program: 1310 PROGRAM DESCRIPTION
Organization: XXXXX ORGANIZATION NAME	Activity: All
Account: 740100 FURNITURE AND EQUIPMENT LT 5000	Location: All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Oct 26, 2009	Oct 27, 2009	10396701	Super Warehouse GOV	2,999.98	INE1
Report Total (of all records):				2,999.98	

Available Budget Balance: (2,999.98)

Download

Save Query as

☐ Shared

Another Query

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

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26. Click on any blue **Document Code** to view the details of that particular transaction.

The details of the selected transaction will be displayed.

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Search Go MENU SITE MAP HELP

Select Document

Detail Transaction Report

Document Type: Invoice Commitment Type: All
 Document Code: I0396701 Description: Super Warehouse GOV
 Transaction Date: 26-Oct-2009

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule	Class	Code
N	110006	XXXXX	740100	1310			2,999.98	INEI		

Save Query as

☐ Shared

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status	Indicator
Aug 13, 2009	Requisition	R0078923	Approved	
Sep 23, 2009	Receiving Documents	Y0035726	Completed	
Oct 29, 2009	Fixed Assets	U422083	Tagged Permanently	
Aug 25, 2009	Purchase Order	P0078767	Approved	
Oct 27, 2009	Check Disbursement	01403459	Final Reconciliation	

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

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27. All additional documentation relating to this transaction will be listed at the bottom of the window in the **Related Documents** section.

28. Click on any blue **Document Code** to see the related document.



The Related Documents section provides the same information available on the FOIDOC form in Banner, including detailed receiving, invoice, and payment information.

The document will be displayed in the **View Document** function. This can also be viewed by using **View Document** as referred to on page 68.

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MENU SITE MAP HELP

View Document

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0078767		Aug 25, 2009	Aug 25, 2009	Sep 30, 2009	Aug 25, 2009	2,999.98

Origin: BANNER

Complete: Y Approved: Y Type: Regular

Cancel Reason: Date:

Requestor: REQUESTOR NAME XXXXXX ORGANIZATION NAME

Phone Number: 575-646-XXXX

E-mail: NAME @nmsu.edu

Accounting: Commodity Level Matching: Required

Ship to: Ofc-Central Receiving MSC 3545
1600 Wells Street
PO Box 30001
(575) 646-7709
Las Cruces, NM 88003-8001 United States of America

Attention: Ofc-Central Receiving - Amanda S.

Contact: Ofc-Central Receiving - Amanda S.

Phone Number: 575-646-7709

Vendor: 800107061 Super Warehouse GOV
6779 Mesa Ridge Rd
Ste 200
San Diego, CA 92121

Phone Number: 800-814-5410

Fax Number: 858-453-9200

Currency:

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[Budget Queries | Encumbrance Query | Approve Documents | View Document]

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29. When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.

Encumbrance Query

The **Encumbrance Query** feature allows you to review outstanding encumbrance information. You can enter an **Index**, or you can enter any FOAP values to narrow your selection.

From the **Finance** menu, select **Encumbrance Query**.

The screenshot shows the 'Encumbrance Query' form in the Banner Finance Data Review system. The form is titled 'Encumbrance Query' and includes a search bar at the top. Below the search bar, there is a section for 'Existing Query' with a dropdown menu set to 'None' and a 'Retrieve Query' button. The main section of the form contains several fields for query parameters: 'Fiscal year' (2010), 'Fiscal period' (09), 'Encumbrance Status' (Open), and 'Commitment Type' (All). There are also fields for 'Chart of Accounts' (N), 'Index' (XXXXXX), 'Fund', 'Organization', 'Grant', 'Account', 'Program', 'Fund Type', 'Location', and 'Account Type'. A 'Save Query as:' section includes a text field and a 'Shared' checkbox. The 'Submit Query' button is at the bottom. Numbered callouts (1-6) point to specific fields: 1 points to the 'Index' field, 2 points to the 'Encumbrance Status' dropdown, 3 points to the 'Chart of Accounts' field, 4 points to the 'Save Query as' text field, 5 points to the 'Shared' checkbox, and 6 points to the 'Submit Query' button.

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Search [] Go

MENU SITE MAP HELP

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Encumbrance Query

Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For an Encumbrance Query to be successful, you must enter a value in the Organization Field or the Grant Field.

Existing Query: None [v]
Retrieve Query

Fiscal year: 2010 [v] Fiscal period: 09 [v]

Encumbrance Status: Open [v]

Commitment Type: All

Chart of Accounts: N [v] Index: XXXXXX [v]

Fund: [] Activity: []

Organization: [] Location: []

Grant: [] Fund Type: []

Account: [] Account Type: []

Program: []

Save Query as: []

☐ Shared

Submit Query

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

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1. To create a new query, enter the appropriate parameters.
2. If this is your first time using Encumbrance query enter "N" in Chart of Accounts field.
3. You must enter either an **Organization**, **Index** or a **Grant** to retrieve any data. If you enter an **Index**, the **Organization** code will automatically be populated for you.
4. If you wish to save this query to run it in the future, enter a name for it in the **Save Query as** field.
5. If you wish to make this query available to other users, click on the **Shared** checkbox.
6. Click on the **Submit Query** button.

The parameters are displayed.

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Encumbrance Query

Choose an existing query and select Retrieve Query or create a new query. Select Submit Query to display the query results. For an Encumbrance Query to be successful, you must enter a value in the Organization Field or the Grant Field.

Existing Query: None

Fiscal year: 2010 Fiscal period: 09

Encumbrance Status: Open

Commitment Type: All

Chart of Accounts: N Index:

Fund: 111260 Activity:

Organization: xxxxxx Location:

Grant: Fund Type:

Account: Account Type:

Program: 1800

Save Query as:

☐ Shared

7

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

RELEASE: 8.1

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7. Click on the **Submit Query** button again.

Note: This step populated the Fund, Organization and Program.

The results of your query will be displayed.

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Search Go

MENU SITE MAP HELP

Select a Document Code link to display accounting distributions for a specific document.

Report Parameters
Organization Encumbrance Status Report
Open Encumbrance Summary by Document, Account Distribution
Period Ending Mar 31, 2010
As of Mar 29, 2010

Chart of Accounts N New Mexico State University Commitment Type All

Fund Code	111260 FUND DESCRIPTION	Program Code	1800 PROGRAM NAME
Orgn Code	XXXXXX ORGANIZATION NAME	Activity Code	All
Account Code	All	Location Code	All

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type
737010	P0075765	Aqua Perfect Inc dba Streamline Wat	600.00	0.00	(479.79)	479.79	120.21	79.97	Uncommitted
753200	P0075767	IKON Office Solutions	3,000.00	0.00	(1,949.27)	1,949.27	1,050.73	64.98	Uncommitted
753200	P0076011	IKON Office Solutions	4,200.00	656.76	(3,617.93)	3,617.93	1,238.83	74.49	Uncommitted
Report Total (of all records)			7,800.00	656.76	(6,046.99)	6,046.99	2,409.77	71.50	

Another Query

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

RELEASE: 8.1

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8. The parameters you entered for the query will be displayed at the top of the page.
9. The first fifteen records returned by your query (or all of the records if there are fewer than 15) will be displayed.
10. Use the scroll bar to move to the bottom of the page (if applicable).
11. To view document click on the **Document Code** number displayed as a blue link.
12. Click on the **Another Query** button to perform another **Encumbrance Query**.
13. When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.

View Document

The **View Document** option allows you to retrieve and view detail information about a document (requisition, purchase order, invoice, journal voucher, encumbrance, or direct cash receipt).

Click on **View Document** from the **Finance** menu to navigate to the **View Document** page. Additionally, within the Finance tab you can access View Document from any screen.

To browse through all documents of a specific type, use the following procedure.

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Back to Employee Tab

Personal Information Student Employee **Finance**

Search Go

MENU SITE MAP HELP

View Document

i To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type:

Submission#:

Display Accounting Information

☒ Yes ☐ No

Display Document/Line Item Text **Display Commodity Text**

☐ All ☒ Printable ☐ None ☐ All ☒ Printable ☐ None

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

RELEASE: 8.2

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1. Select the **Document Type** from the drop-down list.
2. Click on the **Document Number** button.

The **Document Lookup** page will be displayed.

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Search Go

MENU SITE MAP HELP

Document Lookup

* - at least one of these fields required.

Requisition Code Lookup

Document Number*

User ID*

Activity Date*

Transaction Date*

Vendor ID*

Requestor

Approved

Completed

Reference Number*

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

RELEASE: 8.1

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3. Enter the desired search terms in the fields. At least one of the starred fields is required to execute a query.
4. Click on the **Execute Query** button.

The documents that matched your search criteria will be listed.

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Document Lookup

Press the document number link to return the value to the View Document page. Press the Exit without Value button to return without a value to the View Document page.

☒ 23 documents selected.

Requisition Lookup Results

Document Number	User ID	Activity Date	Trans Date	Vendor ID	Vendor	Requestor	Approved	Completed	Reference Number
R0001260	LGAMBOA	Jul 18, 2005	Jul 18, 2005	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0009485	LGAMBOA	Nov 18, 2005	Nov 16, 2005	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0012160	LGAMBOA	Jan 18, 2006	Jan 12, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0012259	LGAMBOA	Jan 18, 2006	Jan 13, 2006	B00092751	Sehi-Procomp Computer Products	LISA GAMBOA	Yes	Yes	
R0014347	LGAMBOA	Feb 20, 2006	Feb 17, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0015686	LGAMBOA	Mar 14, 2006	Mar 09, 2006	B00092751	Sehi-Procomp Computer Products	LISA GAMBOA	Yes	Yes	
R0016722	LGAMBOA	Mar 29, 2006	Mar 29, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0017316	LGAMBOA	Apr 11, 2006	Apr 06, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0018685	LGAMBOA	May 24, 2006	May 01, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0020231	LGAMBOA	May 22, 2006	May 22, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0020240	LGAMBOA	May 22, 2006	May 22, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0020532	LGAMBOA	May 25, 2006	May 25, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0020563	LGAMBOA	May 25, 2006	May 25, 2006	B00107432	DLT Solutions Inc	LISA GAMBOA	Yes	Yes	
R0022067	LGAMBOA	Jun 26, 2006	Jul 01, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0025262	LGAMBOA	Aug 09, 2006	Aug 07, 2006	B00326353	Teksystems	LISA GAMBOA	Yes	Yes	
R0025793	LGAMBOA	Aug 18, 2006	Aug 16, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0026459	LGAMBOA	Aug 28, 2006	Aug 28, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0030012	LGAMBOA	Oct 25, 2006	Oct 25, 2006	B00092123	B and H Photo-Video	LISA GAMBOA	Yes	Yes	
R0031657	LGAMBOA	Nov 29, 2006	Nov 27, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0031714	LGAMBOA	Nov 29, 2006	Nov 28, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0031719	LGAMBOA	Nov 29, 2006	Nov 28, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0031721	LGAMBOA	Nov 29, 2006	Nov 28, 2006	B00092920	Dell	LISA GAMBOA	Yes	Yes	
R0032245	LGAMBOA	Dec 06, 2006	Dec 06, 2006	B00092751	Sehi-Procomp Computer Products	LISA GAMBOA	Yes	Yes	

23 documents selected.

Exit without Value

Another Query

5. Click on a **Document Number** to select and view the document.
6. Click on the **Exit without Value** button to return to the **View Document** page.
7. Click on the **Another Query** button to return to a blank **Document Lookup** page.

To view a single document, use the following procedure.

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Search Go

MENU SITE MAP HELP

View Document

i To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Document Number:

Submission#: Change Seq#:

Display Account: Reference Number:

Display Account:

Yes ☐ No ☐

Display Document/Line Item Text: ☐ All ☐ Printable ☐ None

Display Commodity Text: ☐ All ☒ Printable ☐ None

View document Approval history

RELEASE: 8.2 [Budget Queries | Encumbrance Query | Approve Documents | View Document]

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1. Select the **Document Type** from the drop-down list.
2. Enter the **Document Number**.
3. Locate the **Display Document/Line Item Text**. Select the **All** radio button; this will display any document text or line item text that may have been used.
4. Click on the **View Document** button.

Note: The *Approval history* can also be view through this option, just click on the **Approval history** button to display.

The document detail will be displayed.

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e-mail calendar groups logout help

View Document

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0001260	Jul 18, 2005	Jul 18, 2005	Jul 28, 2005		2,318.62

Origin: BANNER

Complete: Y Approved: Y Type: Procurement

Cancel Reason:

Requestor: LISA GAMBOA 530340 FINANCIAL SYSTEMS ADMINISTRATION
505646-2579 lgamboa@nmsu.edu

Accounting: Document Level

Ship to: OFC/FACILITIES & SERV MSC 3545
1600 WELLS STREET
PO BOX 30001
LAS CRUCES, NM 880038001

Attention: Lisa Gamboa

Contact: OFC/FACILITIES & SERV MSC 3545 505-646-3021

Vendor: 800092920 Dell
Marketing LP
One Dell Way
Attn April Rider
Round Rock, TX 78682

Phone: 800-274-7799 Fax: 800-365-5329

Requisition Commodities

Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount	Disc	Addl	Tax	Cost
1	7000 Latitude D410 EA		1	2318.62	2,318.62	.00	.00	.00	2,318.62
					Total:				2,318.62

5. Use the scroll bar to move to the bottom of the page

Requisition Commodities

Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount	Disc	Addl	Tax	Cost
1	7000 OptiPlex GX520 Desktop and 17inch flat panel EA		4	1000.1	4,000.40	0.00	0.00	0.00	4,000.40
					Total:				4,000.40

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFS	Susp	NSFOvr	Susp	Amount
1	N	06	XXXXXX	180600	XXXXXX	780200	8020	800247			N	N	N		4,000.40

Total of displayed sequences: 4,000.40

Related Documents

Transaction Date	Document Type	Document Code	Status	Indicator
Jul 06, 2009	Fixed Assets	U407494	Tagged Permanently	
Jul 06, 2009	Fixed Assets	U407495	Tagged Permanently	
Jul 06, 2009	Fixed Assets	U407496	Tagged Permanently	
Jul 06, 2009	Fixed Assets	U407497	Tagged Permanently	
Dec 08, 2005	Receiving Documents	Y0004074	Completed	
Dec 08, 2005	Invoice	I0038608	Paid	
Dec 22, 2005	Check Disbursement	O1047054	Final Reconciliation	
Nov 22, 2005	Purchase Order	P0010341	Approved	

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

RELEASE: 8.2

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- Refer to Related Documents section to view additional documents.
- When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.

Using View Document to look up an invoice associated with a purchase order can provide a full summary of the Purchase Order including amount of original order, amount received by department or central receiving process, amount invoiced, and amount approved by accounts payable.

You will see a screen that looks like this.

The screenshot shows the 'View Document' page on the my.NMSU.edu portal. The page has a header with navigation tabs: Personal Information, Student, Employee, and Finance. Below the tabs is a search bar and a 'Go' button. The main content area is titled 'View Document' and contains a help icon and instructions. The 'Choose type:' dropdown menu is open, showing options: Invoice, Requisition, Purchase Order, Invoice (highlighted), Journal Voucher, Encumbrance, and Direct Cash Receipt. The 'Document Number' field contains '10038608'. The 'View document' button is highlighted. Numbered callouts indicate: 1 points to the 'Choose type:' dropdown, 2 points to the 'Document Number' field, and 3 points to the 'View document' button.

my.NMSU.edu

Back to Employee Tab

E-mail Calendar Groups Logout Help

Personal Information Student Employee Finance

Search [] Go

MENU SITE MAP HELP

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Invoice
 Submission#: Requisition
 Display Accol: Purchase Order
 Invoice
 Journal Voucher
 Encumbrance
 Direct Cash Receipt

Document Number 10038608

Change Seq#

Reference Number

Display Document/Line Item Text
 All Printable None

Display Commodity Text
 All Printable None

View document Approval history

RELEASE: 8.2

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

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1. From the **Choose type** field and from drop down box select **Invoice**.
2. In **Document Number** field, enter the **invoice number** to view, NMSU Invoice # (not Vendor).
3. Click on **View document** button.

The Invoice document detail will be displayed.

Note: you might have to scroll down to see detail depending on your screen size.

Invoice Commodities																	
Item Commodity		Description															
1	7000	Computers Software Capital															
	P O Item	U/M	Tax Group	TolOverride	Final Pmt	Last Rcv	Suspense										
	1	EA			F	N											
	Ordered		Accepted	Invoiced	Approved	Disc	Addl	Tax	Net								
	Quantity	4	4	4	4												
	Unit Price	1000.1	1000.1	1000.1	1000.1												
	Amount	4,000.40	4,000.40	4,000.40	4,000.40	0.00	0.00	0.00	4,000.40								
Total of all Commodities 4,000.40																	
Invoice Accounting																	
Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn Proj								
	Bank NSF		Susp	NSF	Over	Approved	Disc	Tax	Addl Net								
1	N	06	108451	180600	530340	780200	8020	800247									
	54	N	N			4,000.40	0.00	0.00	0.00 4,000.40								
Total of displayed sequences: 4,000.40																	
Related Documents																	
Transaction Date		Document Type		Document Code		Status Indicator											
Nov 16, 2005		Requisition		R0009485		Approved											
Dec 08, 2005		Receiving Documents		Y0004074		Completed											
Nov 22, 2005		Purchase Order		P0010341		Approved											
Jul 06, 2009		Fixed Assets		U407494		Tagged Permanently											
Jul 06, 2009		Fixed Assets		U407495		Tagged Permanently											
Jul 06, 2009		Fixed Assets		U407496		Tagged Permanently											
Jul 06, 2009		Fixed Assets		U407497		Tagged Permanently											
Dec 22, 2005		Check Disbursement		01047054		Final Reconciliation											
[Budget Queries Encumbrance Query Approve Documents View Document]																	
RELEASE: 8.2																	
powered by SUNGARD SCT HIGHER EDUCATION																	

1. Line item will display amount **Ordered**, **Accepted**, **Invoiced** and **Approved**.
2. When you are finished reviewing the document, you can perform additional Finance Self-Service functions by clicking on the menu options at the bottom of the window.

Help

If you need HELP with Banner Queries or Self Service:

- Call the ICT Help Desk at 646-HELP (4357)
- E-mail help_admin@nmsu.edu
- For online help, documentation, and interactive demos, go to:

<http://hr.nmsu.edu/clpd/busprocdocs.html>



Glossary

The following information describes standard navigation and accounting terms used within the Banner System.

Account balance

The difference in dollars between the total debits and the total credits in an account.

Accounts payable

Accounts which a company or government agency owes its creditors for goods and services purchased on credit.

Alert Box

A type of dialog box that pops up to notify you of a condition that may affect how you can enter information or the kind of information you can enter. It requires you to acknowledge the message before you can continue.

Application form

Form used to enter, update, or query information. (An application form will have the letter "A" in the third position of the form name.)

Bid process

This occurs when potential vendors compete for a contract to produce a good or provide a service.

Block

An information area on a form separated by a solid line.

Calling form

Form from which you accessed another form.

Cancel

Exits you from an Option List, List of Values, Editor window, or Dynamic Help.

Clear form

Clears all information and returns you to the first enterable field in the key information area.

Commit

Saves all changes entered since the last time you saved.

Commodity

The good or service that is being purchased. In Banner, commodities can be user-defined, or the NIGP (National Institute of Governmental Purchasing) code may be used.

Commodity-level accounting

A way of processing requisitions or purchase orders in which each "line" (commodity) of the requisition will have its own accounting distribution. Supplies and equipment can still be ordered on one requisition.

Count Hits

In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line.

Count Query Hits

In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line. To retrieved records, select the Execute Query Function.

Credit memo

A credit is a deduction from an amount which is otherwise due. A memo is an informal record. Enter a credit memo against a vendor's account when, for various reasons, the vendor owes your installation money. This credit is used against future purchases. This credit transaction remains on the vendor's record until there are enough purchases to equal or exceed the amount of the credit.

Creditor

The person or company to whom a liability is owed.

Dialog Box

A box containing information. Requires you to respond to it before you can continue.

Document-level accounting

A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition. In other words, several commodities can be charged to one accounting distribution.

Down

Use the key. Moves the cursor to the first enterable field in the next record, moves you lower on a List of Values, and moves you lower in a pull-down list.

Drop-down List

Shows three or more values for a field. Any field with a down arrow icon contains a drop-down list.

Edit

Displays a window you can use to add, change, or delete text; especially useful in entering and updating Dynamic Help.

Encumbrance

The reserving of funds for a specific purchase order. The encumbrance is established when a requisition or a purchase order is approved. The encumbrance is reduced or eliminated when the requisition is transferred to a purchase order, or when a purchase order has an invoice approved, or when the encumbrance is cancelled.

Enter Query

Puts the form into query mode and lets you enter search criteria to see what information is already in the database. ENTER QUERY appears in the Status Line.

Execute Query

In query mode, searches the database and displays data that matched the search criteria.

Exit

From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

Exit with Value

From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Exit without Value

From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

Field

Area in a form where you can enter query, change information, or where existing information is displayed. Banner describes fields as: enabled, disabled, enterable, or display only.

Fixed asset

Property or item of a lasting nature owned by the institution for its day-to-day operations. Fixed assets are assets that cannot be instantly liquidated. Examples of fixed assets include real estate and equipment.

FOAPAL

The Banner Finance System Fund, Organization, Account, Program, Activity, and Location specified for a particular accounting transaction.

Form

Screen allowing the display/update of information.

Help

Displays the Oracle help window for the current field.

Inquiry Form

Form used to look up existing information on the database. Allows you to view but not update (An inquiry form will have the letter "I" in the third position of the form name.)

List of Values (LOV)

Window containing valid items available for entry into a field. Displays a list of values for the current field if appears in the status line.

Menu

A list of options you can access with the mouse or keyboard.

More...

The More... indicator appears in the lower right corner of each window of a series of related forms (even the last form). It tells you that there are additional forms that can be accessed to complete a process.

Next Block

To move the cursor to the next information area (block) that has at least one enterable field.

Next Field

The next enterable field in the current information area.

Next Item

The next enterable field in the current information area.

Next Primary Key

From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Next Record

To move the cursor to the first enterable field in the next record of the current information area. If the cursor is in the last record, a new record is created.

Object

An object can be a form, job, menu, or QuickFlow used in Banner.

Option List

Dialog box displaying two or more items to choose from.

Packing slip

An itemized list of the goods and quantities purchased, supplied by the vendor with a shipment. A packing slip is used by the receivers to check against the purchase order.

Pop-Up Window

Dialog box, alert box, or list of values that appear in a separate window.

Previous Block

The previous information area that has at least one enterable field. If the previous area is another window, then that window is opened.

Previous Field

To move the cursor to the previous enterable field in the current information area.

Previous Item

To move the cursor to the previous enterable field in the current information area.

Previous Record

To move the cursor to the first enterable field in the previous record.

Purchase Orders

Commercial documents used to request a good or service from a supplier in return for payment. There are three types of purchase orders in Banner:

1. Regular Purchase Order - Will encumber funds in Banner. All commodities have a quantity and a price.
2. Standard Purchase Order - Will encumber funds in Banner. All commodities have dollar values assigned to them. This type of PO is useful when you are paying for services such as travel.
3. Blanket Purchase Order - Does not encumber funds in Banner. Commodities will be assigned quantities and unit prices.

Query Form

Form used to look up existing information on the database. (A query form has the letter "Q" in the third position of the form name.)

Quick Flow

A set of forms that are linked together in order to help you complete a process within Banner. When you use Quick Flow, it opens the first form in the set and the next form is automatically opened until the process is complete.

Record

All information displayed in the window for an item.

Requestor

A person asking for goods or services.

Requisition

A written request to purchase something.

Rollback

From an application or inquiry form, clears all information and returns you to the key block area. Rollback is a standard button and appears on forms. From validation forms, rollback will return you to the first enterable field on the calling form.

Save

To permanently record changes to the database.

Scroll Down

The process of moving down repeating records or lists of information that cannot all be displayed in one window.

Select

Choose an item by highlighting it or clicking it with mouse.

Show Keys

Display the list of keyboard options.

Stock Item

A commodity that is in stores inventory.

Up

Use the key. To move the cursor the first enterable field in the previous record moves you upward on a List of Values or drop-down list.

Validation Form

Form used to define the values that can be entered in specified fields on application forms. (A validation form will have the letter "V" in the third position of the form name.

Vendor

A person or company selling goods or providing services. Typically, Banner Finance requires a vendor record for anyone to whom a check is sent.

Window

An information area being displayed.

Appendix A – Transaction Types

Transaction Type	
TYPE	DESCRIPTION
BD01	Permanent Adopted Budget
BD02	Permanent Budget Adjustments
BD04	Temporary Budget Adjustment
CAT	Catering Food Service Charges
CNEI	Cancel Check – Invoice with encumbrance
CNNI	Cancel Check – Invoice without encumbrance
CONV	Conversion of Beginning Balance
CORD	Establish Change Order
CR05	Cash Receipt Entry
DNEC	Check – C/M with encumbrance
DNEI	Check – Invoice with encumbrance
DNNI	Check – Invoice without encumbrance
E010	Post Original Encumbrance
E020	Encumbrance Adjustment
E032	Encumbrance Liquidation
E090	Year End Encumbrance
E117	Original Encumbrance Conversion
GRAR	Accrued Accounts Receivable
GRCC	Grant – Cost Share Charge
GRCG	Grant – Cost Share Grant
GRIC	Grant – Indirect Cost Charge
GRIR	Grant – Indirect Cost Recovery
GRRV	Grant – Accrued Revenue
HDEF	Payroll – Deferred Pay
HDPA	Payroll – Deferred Pay Accrual
HEEL	Payroll – Employee Liability
HERL	Payroll – Employer Liability
HFEX	Payroll – Actual Fringe Benefit Distribution
HFNL	Payroll – Fringe Chargeback without Liquidation
HFRC	Payroll – Fringe Chargeback Clearing
HGNL	Payroll – Gross Expense No Liquidation
HNET	Payroll – Net Pay
ICEI	Cancel Invoice with Encumbrance
ICNI	Cancel Invoice without Encumbrance
IDV	Interdepartmental Voucher
INEC	Credit Memo with Encumbrance
INEI	Invoice with Encumbrance
INNI	Invoice without Encumbrance
JE16	General Journal Entry (Inter-Funds)
PCLQ	Cancel PO – Reinstate Request
PCRD	Cancel Purchase Order
POBC	Purchase Order Batch Close
POLQ	Purchase Order – Request Liquidation
POPNI	Purchase Order – Open
PORD	Establish Purchase Order
PSL	PSL Labor Feeds
RCQP	Cancel Requisition
REQP	Requisition – Reservation
TS	Treasure Services JE (Inter – Fund)

Appendix B – Document Type Description

Prefix = Doc Type	DESCRIPTION
*	Commitment Open/Close Document
A	Agreements
B	Bids
BG	BUDGET
BK	BOOKSTORE FEED
CA	CARLSBAD MANUAL CHECKS
CK	UAR MAN CHECKS
CN	CASHNET FEED
D	Document tag Number (Fixed asset)
E	Commitment Number
EN	COMMITMENT CONVERT
F	Interface Document Number (Payroll)
FA	FINAID CHECKS AL
FC	FINAID CHECKS CA
FG	FINAID CHECKS GR
FM	FINAID CHECKS MA
FN	FOUNDATION BGT
FO	FINANCE HR PAYROLL
G	Deferred Grant Calculations JV
H	Direct Cash Receipts
I	Invoice Code
J	Journal Voucher Code
K	Commodity
L	Budget Line Item
M	Fixed Assets Accounting Adjustments
MA	MISC FEED 1
MB	MISC FEED 2
MC	MISC FEED 3
MD	MISC FEED 4
MS	MISC FEED
N	Permanent Tag number
OF	OFS FEED
P	Purchase/Change Order Code
PD	PSLFEED
PL	PSL LABOR
PR	PROCURE FEED (PCard Transaction)
PS	PSL COMMITMENT
Q	Ledger Reclassification Document
R	Requisition Code
S	State 1099/AR&Pcard Inv./Proposal
SC	FINAID CHECKS
ST	STUDENT FEED
T	Origination Tag Num (Fixed Assets)
TL	TELEPHONE BILLING
U	Issues
W	Inventory Adjustments
X	Stores Transfers
Y	Receiving

Notes:

Notes: